



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: [WWW.FDIHB.ORG](http://WWW.FDIHB.ORG)  
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC

## STAFF PHYSICIAN (PEDIATRICS)

### *Position Description*

<b>Division:</b>	Medical	<b>Reports to (title):</b>	Chief of Pediatrics
<b>Department:</b>	Pediatrics	<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Job Code:</b>		<b>Supervises:</b>	No
<b>Pay Grade:</b>	Dependent on Experience	<b>Classification:</b>	Exempt
<b>Hours/week:</b>	40 hours/week	<b>Effective Date:</b>	March 28, 2010
<b>Type of Position:</b>	Regular Full time	<b>Revised Date:</b>	September 27, 2017

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The incumbent performs duties of a Staff Physician (Pediatrician); with responsibilities for the care of pediatric patients. Works on a regularly assigned, rotation or call back basis to provide continuity of medical services during evening nights, holidays, and weekends.

### CLINICAL DUTIES:

Assumes responsibility for the primary care of a wide variety of pediatric patients, both inpatient and outpatient, as scheduled in the Pediatric Clinic and inpatient schedule. Participates in pediatric call in rotation with other members of the Pediatric Department Clinical duties include, but are not limited to:

- Interviews and performs examinations of patients, including complete history and physical examinations when indicated. Orders, performs, reviews and interprets appropriate diagnostic tests and studies.
- Diagnoses a wide variety of illnesses and conditions. Prescribes a wide variety of therapies and interventions based on information obtained and professional medical judgment. Arranges for specialized care or transfer of patients requiring a higher level of care or care not readily available at FDIHB.
- Performs various procedures as approved by the Medical Executive Committee.
- Conducts outpatient, continuity clinics for pediatric patients with a variety of chronic and acute conditions. Initiates, reviews and modifies medications and therapies as indicated.
- Maintains appropriate medical records and documentation of interviews, examinations, therapies, interventions and follow-up plans.

## *Position Description*

- Provides various consultations and instruction in care, within the scope of practice, to providers in the department, in other departments, and in other hospitals.
- Provides ongoing pediatric medical education for rotating medical students and residents and students of other health care disciplines.

### **ADMINISTRATIVE DUTIES:**

- Participates in Performance Improvement and Quality Assurance program in the Pediatrics Department and hospital.
- Performs chart reviews or other data gathering to contribute toward ongoing Quality Assurance and Performance Improvement projects as assigned by the Chief of Pediatrics.
- Instructs and evaluates students and residents rotating through the Pediatric Department.
- Attends and participates in Pediatric Department meetings.
- Attends and participates in Medical Staff meetings and functions
- Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

- |  |   |
|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• No additional experience required outside of a completed residency program as defined in the Education qualifications listed below.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Completion of an accredited Medical School Program.</li><li>• Completion of an accredited Pediatrics Residency Program.</li><li>• Board Eligible or Certification by the American Board of Pediatrics.</li><li>• Active, unrestricted Medical License from any U.S State or Territory.</li><li>• Current, valid, unrestricted Drug Enforcement Agency (DEA) License.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Works on a regularly assigned, rotation or call back basis to provide continuity of medical services during evening nights, holidays, and weekends.</li><li>• The health care provided covers the full range of pediatric cases, including the very difficult in the specialty with very little or no technical assistance, and the recognition and treatment of disease syndromes which require referral including those which are difficult to discern or identify. Incumbent works with other pediatricians. Assignments also include providing consultation to others in the same or other specialties.</li><li>• Incumbent must be knowledgeable of Medical Staff Bylaws, Rules and Regulations and comply with all requirements for appointment and maintain status as an active member of the medical staff.</li><li>• As required, performs medically related or patient care assignments that (1) fall outside the designated area of specializing or experience and (2) involve working in other service units or facilities on an emergency or other contingency basis.</li><li>• This position has been designed as an essential position and as much the incumbent of this position is required to occupy hospital quarters on an availability basis for the purpose of providing health care services as needed.</li><li>• Meets the criteria for Credentialing &amp; Privileging of FDIHB Medical Staff Membership of the FDIHB Medical Staff Bylaws.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

## Position Description

### PREFERRED QUALIFICATIONS

- Board Certified by the American Board of Pediatrics.
- Prior experience working with Native American populations and/or rural populations
- Prior experience working with the Indian Health Service or a 638 facility.
- Bilingual skills in English and the Navajo language.

### WORK ENVIRONMENT

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

### OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

# STAFF PHYSICIAN (PEDIATRICS)

## Position Description

### ACKNOWLEDGMENT

I have reviewed the content of the **STAFF PHYSICIAN (PEDIATRICS)** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

---

---

---

---

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

---