



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

STAFF PHYSICIAN (HOSPITALIST)

Position Description

Division:	Medical	Reports to (title):	Chief of Internal Medicine
Department:	Internal Medicine	Job Location:	Tséhootsooí Medical Center
Job Code:		Supervises:	No
Pay Grade:	Dependent on Experience	Classification:	Exempt
Hours/week:	84 hours/week (7 days on, 7 days off)	Effective Date:	June 08, 2014
Type of Position:	Regular Full-time	Revised Date:	October 31, 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

Serves as the Staff Physician (Hospitalist) at Fort Defiance Indian Hospital Board, Inc. which involves performance of diagnostic, preventive and/or therapeutic services to hospitalized patients.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides all necessary primary hospital care services to adult patients at the FDIHB who have been admitted for inpatient services. Provides consultations for requesting physicians and services on a timely basis; Ensures proper diagnosis, treatments and recovery.
- Assessment and , evaluation, diagnostic determination, on-going treatment and clinical management, necessary referral for consultation, care planning and modification, medications/therapeutic orders, transfer authorization, risk assessment and when appropriate, determination of readiness and planning for discharge for inpatients at FDIHB.
- Direct contact and consultation with patient family members, friends, advocates, and others to ensure effective communication of patient status and care plans, and to encourage/support an open visitor friendly environment within the medical facility.
- Extensive and on-going communications with community primary care physicians who routinely manage the care of patients currently in the hospital.

Position Description

- Day to day patient contact/rounding/care management that actively encourages and includes professional input from all members of the patient care team.
- Accurate and timely completion of all clinical and professional records and documentation to assure compliance with local, state, and federal regulatory, licensure and accreditation requirements.
- Work to create a positive work culture within cross departmental teams and align this work with other Hospital Medicine initiatives.
- Ensures referred and assigned patients are properly and efficiently admitted and receive appropriate and responsive medical care according to their condition, symptoms, diagnosis.
- Completes effective and timely verbal communication with the patients primary physician at various stages during the process, such as admission, care conferences with families, change in patient condition and upon discharge.
- Documents patient diagnosis, treatment, orders and clinical progress properly and correctly in order to allow for proper and correct billing.
- Advises hospital and assists with the implementation of approved evidence-based best practices, protocols and pathways to result in improved quality of care.
- Maintains confidentiality in all aspects of the job to ensure appropriate maintenance of all privacy related issues.
- Strictly works 80 hours a week; 8 AM-8 PM Tuesday through Monday, plus a four (4) hour discharge clinic on the last day of service. Will work 7 days on with the following 7 days off.
- Provides phone coverage for the outpatient primary care clinic as needed.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|--|
| Education/Experience: | <ul style="list-style-type: none">• Completion of an accredited Medical School Program• Completion of an accredited Internal Medicine Residency Program.• Active, unrestricted Medical License from any U.S. State or Territory.• Current, valid, unrestricted Drug Enforcement Agency (DEA) License.• Board Eligible or Board Certification by an approved American Board of Internal Medicine or American Specialty Board. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Demonstrates a broad knowledge of inpatient medicine with proven clinical skills and experiences.• Demonstrates excellent written and communication skills.• Proven ability to work effectively with clinicians and/or specialty consults.• Ability to analyze and interpret medical information and formulate diagnosis.• Must exhibit cultural sensitivity.• Excellent interpersonal skills in handling interactions with hospital staff, other agencies, |

STAFF PHYSICIAN (HOSPITALIST)

Position Description

groups, and patients/ families.

- Meets the criteria for Credentialing and Privileging in accordance to the FDIHB Medical Staff Bylaws.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- ABIM or ABFM Board Certified.
- Procedural skills preferred (i.e. vent management, central lines placement, paracentesis)
- Work experience in a rural or small urban setting.
- 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.

STAFF PHYSICIAN (HOSPITALIST)

Position Description

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

ACKNOWLEDGMENT

I have reviewed the content of the **STAFF PHYSICIAN (HOSPITALIST)** 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
