



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 (PRIMARY CARE)

Position Description

Division:	Medical	Reports to (title):	Chief of Family Practice
Department:	Primary Care Clinic	Job Location:	Tséhootsooí Medical Center/ Nahat'ádzil Health Center
Job Code:		Supervises:	N/A
Pay Grade:	Dependent on Experience	Classification:	Exempt
Hours/week:	40 hours/week	Effective Date:	March 28, 2010
Type of Position:	Regular Full-time	Revised Date:	October 3, 2018

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 a Staff Physician for Primary Care at Fort Defiance Indian Hospital Board, Inc. which involves performance of family oriented and comprehensive health and medical care services at FDIHB, School Clinics or other designated health care facilities.

At the direction of Chief of Family Practice, incumbent may be assigned to assist at Nahat'ádzil Health Center and to rotate within the in-patient hospital setting as necessary.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Within the specialty area (Family Medicine or Internal Medicine), assumes responsibility for the diagnosis, treatment, prevention, and maintenance therapy and rehabilitation of patients of all ages (based on respective discipline).
- Interviews and examines patients, reviews past medical history, performs admission history and physical; requests and/or performs and follows-up with diagnostic tests and examinations deemed necessary to obtain all possible information related to each case.
- Makes preliminary diagnosis, directs, prescribes, provides treatment, and arranges for specialized care or patient referrals as required.
- Bases decisions upon information obtained, professional medical knowledge and skills and prescribed policies and procedures.

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- Makes notes of observations to be incorporated into clinical records.
- Provides emergency care as required. Provides definitive management in all medical categories or cases that do not require referral. Gives total patient care including preventing health maintenance, early diagnosis, treatment and follow up services to patients under his/her care. Conducts outpatient clinics making observations appropriate to the outpatient's underlying disease and treatment plan, including current symptoms. Reviews the patient's medications, diet, therapy course, adherence to management plan and patient observations. Modifies regimen as indicated. Instructs and counsel patients and family members as required. Includes consultation with hospitalist/emergency department staff regarding inpatient admissions. Provides assistance to emergency staff in cases of multiple patient casualties.
- Makes appropriate referrals and obtains appropriate consultation after primary evaluation and documentation have been completed.
- Delivers infants, obtaining consultation as deemed necessary, and provides or arranges for postpartum care (if family medicine privileged). Refers patients to appropriate contracted medical facilities, providing full clinical information for care and diagnostic procedures that cannot be adequately provided at local medical facilities. Coordinates and integrates information obtained into the ongoing Health Care Program and assures the provision of timely follow up care as required.
- Assures preparation of appropriate medical records for all patients seen to assure the accumulation and organization of all pertinent data needed to provide comprehensive medical care. Dictates clinical reports summaries and correspondence concerning patients under provider's care in a timely manner (daily completion of inpatient progress notes).
- Is expected to work in a courteous and professional manner with hospital staff and colleagues. Works closely with allied health professionals (e.g., Community Health Nurses, Social Workers, Health Educators, etc.), to utilize and coordinate the services of other health care professionals in the management of the family's medical, psychological and social problems. Incumbent is considered a senior clinical specialist in Family Medicine/Internal Medicine, and will assume appropriate administrative duties as assigned by supervising medical staff.
- Responsible for medical student, interns, or residents assigned for training in this specialty.
- Serves as a consultant to other physicians regarding complicated internal medicine/ intensive care unit patients and/or obstetric patients and/or pediatric patients based on specialty training.
- Works under the Chief of Family Practice who provides general professional and administrative supervision. Incumbent works with considerable independence during course of patient care. Work performance is reviewed for conformance to policies and practices relating to health care delivery.
- Occasional travel to Nahat'adziil Health Center to assist in patient care.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• No additional experience required outside of a completed residency program as defined in the Education qualifications listed below. |
| Education: | <ul style="list-style-type: none">• Completion of an accredited Medical School Program.• Completion of an accredited Three (3) year Family Medicine or Internal Medicine Residency Program.• Board Eligible or Board Certification by an approved American Specialty Board.• Active, unrestricted Medical License from any U.S State or Territory.• Current, valid, unrestricted Drug Enforcement Agency (DEA) License. |
| Mandatory Knowledge, | <ul style="list-style-type: none">• Works on a regularly assigned, rotation or call back basis to provide continuity of medical |

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Skills, Abilities and Other Qualifications:

services during evenings, nights holidays, and weekends.

- Knowledge in providing primary assignments include providing comprehensive and continuing health and medical care services for members of families based on specialty training.
- Ability to complete full range assignment of cases and problems in the field of Family Practice/Internal Medicine, recognize difficult-to-identify symptoms or signs.
- Ability to be responsible for developing a full treatment regimen. With commitment to ongoing commitment with ongoing continued education with providing the most up to date medical care.
- In required situations will work to expedite patient's referral to other facilities for specialized care.
- Knowledgeable of FDIHB Medical Staff Bylaws and Rules and Regulation, and comply with all requirements for appointment to and maintaining status as active member of the medical staff.
- Ability to perform medically related or patient care assignments that fall outside the designated area of specializing or experience.
- Meets the criteria for Credentialing and Privileging in accordance with 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

- Additional training outside of an accredited residency program.
- 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

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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	

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ACKNOWLEDGMENT

I have reviewed the content of the **STAFF PHYSICIAN (PRIMARY CARE)** 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
