



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-FAST TRACK

Position Description

Division:	Medicine	Reports to (title):	Chief of Emergency Medicine
Department:	Emergency Medicine	Job Location:	Tséhootsooí Medical Center
Job Code:		Supervises:	N/A
Salary Range:	Dependent on Experience	Classification:	Exempt
Hours/week:	40 hours/week	Effective Date:	March 28, 2010
Type of Position:	Regular Full-time	Revised Date:	January 23, 2019

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.

POSITION PURPOSE

Serves as a Staff Physician-Fast Track providing medical care in the Emergency Department Fast Track.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides diagnostic, preventative, and therapeutic health services to patients of all ages in an Emergency Department-Fast Track, with the ability to function as an independent practitioner or with appropriate physician supervision
- Stabilize acutely ill persons, recognizing when to refer the patients to a higher level of care.
- Works collaboratively with physician in management of selected complex medical problems.
- Maintains knowledge and proficiency in medical practices through continuing education, staff meetings, and workshops, and home study.
- Documents appropriately with timely completion of all medical records.
- Participates in Quality Assessment and Performance Improvement review processes.
- Supervises Advanced Practice Clinicians, Students and Residents.
- Employment is contingent on maintenance of privileges and Medical Staff Membership.
- Performs other duties as assigned.

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MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- No additional experience required outside of a completed training program as defined in the Education qualifications listed below.
- Education/Certification /Licensure:
- Completed a Residency Program in Emergency Medicine, Family Medicine, Internal Medicine, Med/Peds/General Surgery. or
Have significant Emergency Medicine experience (3 years) if a non-Emergency Residency Program was completed
 - Completion of an accredited Medical School Program.
 - Active, unrestricted Medical License from any U.S. State or Territory.
 - Maintain valid, unrestricted Drug Enforcement Agency (DEA) License.
 - Maintain BLS, ACLS, and PALS certifications.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Ability to work as a team member and develop productive and cooperative working relationships with all members of the health care team
 - Knowledge of, and sensitivity to cultural and language differences.
 - Interpersonal skills in handling interactions with hospital staff, other agencies, groups, and patients and families
 - Technology Skills: Competent in use of Electronic Medical Records.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Board Eligible or Board Certification in specialty of training.
- Prior experience working with Native American and/or rural populations
- 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.

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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 Administration
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of this **STAFF PHYSICIAN-FAST TRACK** 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
