



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 (GENERAL SURGERY)

Position Description

Division:	Medical
Department:	Surgical Services
Job Code:	
Pay Grade:	Dependent on Experience
Hours/week:	40+ hours/week
Type of Position:	Regular Full-time

Reports to (title):	Chief of Surgical Services
Job Location:	Tséhootsooí Medical Center
Supervises:	N/A
Classification:	Exempt
Effective Date:	March 28, 2010
Revised Date:	October 17, 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 the Staff Physician (General Surgery) position located in the Surgical Services Branch within the Division of Medical Services of FDIHB. General Surgical services include operative and non-operative treatment of surgical inpatients and outpatients.

Fort Defiance Indian Hospital Board, Inc. is a general medical and surgical hospital, which includes the following units/centers: Ambulatory Care Center, Adolescent Care unit, Emergency Care Center, Medical/Surgical Unit, ICU, Pediatric Unit, OB-Gynecology Unit, Operating Room and PACU.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Interviews and examines patients, reviews past medical history, and requests/or performs diagnostic tests and examinations deemed necessary to obtain all possible information related to each case.
- Makes preliminary diagnosis, directs, prescribes or provides treatment, or arranges for specialized care or patient referral as required. Bases decision upon information obtained, professional medical knowledge and skills and prescribed policies and procedures. Makes notes of observations to be incorporated into clinical records. Provides emergency care as required.
- Provides definitive management in all medical categories for cases that do not require referral. Gives total patient care including diagnosis, treatment and follow-up services to patients under incumbent's care.
- Performs major general surgical operations as well as advising the medical officers in other services concerning general

Position Description

surgical or potential general surgical cases. When performing these operations is in complete charge of surgery, guiding and directing the assisting medical officers, nurse anesthetist, nurses, and surgical technicians.

- Conducts outpatient clinics making observations appropriate to the outpatients underlying disease and treatment plan, including current symptoms. Reviews the patient's medications, diet, therapy course, and adherence to management plan and patient observations. Modifies regimen as indicated. Instructs and counsels patients as required.
- Refers patients to appropriate facilities providing full clinical information for care and diagnostic procedures that cannot be adequately provided on-site. Coordinates and integrates information obtained into the on-going Health Care Program at the Service Unit and assures the provision of timely follow-up care as required.
- Assures preparation of appropriate medical records, accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care. Dictates clinical reports and care to physicians, hospitals and other individuals and facilities.
- Works closely with Allied Health professionals (Community Health Nurse, Social Workers, Health Education, etc.) in the provision of broad health program services.
- Serves as a consultant to primary care physicians of the Indian Health Service. Serves as the General Surgeon on call as scheduled, or when needed.
- Serves as the general surgical representative to hospital committees as assigned.
- Serves as a member of the Clinical Staff and attends committee meetings. Participates in the performance improvement activities, which are coordinated with the hospital wide PI programs overseen by the hospital Quality Management committee. Ensures that the department and subordinate departments are in full compliance with CMS, EMTALA and hospital standards.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|--|
| 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 Five to Six (5-6) year residency program in respective discipline.• Board Eligible by an approved American Specialty Board in Surgery.• Active, unrestricted Medical License from any U.S. State or Territory.• Current, valid, unrestricted Drug Enforcement Agency (DEA) License. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to complete assignments involving a full range of cases, including complex general surgical cases, with little or no technical guidance.• Ability to recognize difficult to identify symptoms or signs; and is responsible for developing a full treatment regimen involving knowledge of new techniques.• Incumbent is recognized as an expert in the assigned specialty area.• 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. |

STAFF PHYSICIAN (GENERAL SURGERY)

Position Description

PREFERRED QUALIFICATIONS

- One (1) year experience as a General Surgeon outside of an accredited residency program.
- Currently an actively practicing General Surgeon.
- Board Certified American Specialty Board In Surgery

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 (GENERAL SURGERY)

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **STAFF PHYSICIAN (GENERAL SURGERY)** 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
