



**NATIVE
HEALTH**

A Tradition of Wellness

**FLSA: Exempt
SALARY: G/S 16.1**

POSITION DESCRIPTION

POSITION: Family Practice Physician

POSITION SUMMARY: Serves as the Primary Care and Family Practice Physician for NATIVE HEALTH - West. This involves the delivery of family oriented medical care services as well as provides general professional guidance of primary care staff. Work performance is reviewed for conformance to policies, procedures, and practices related to family health care delivery. The Family Practice Physician reports directly to the Medical Director.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the NATIVE HEALTH Employee Handbook on evaluations.

Essential Functions: (essential functions as defined under the Americans with Disabilities Act may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive listing of all functions and tasks performed by position in this class and are subject to change).

RESPONSIBILITIES AND DUTIES:

1. Provides clinical guidance and directly supervises the Primary Care staff at NATIVE HEALTH West and/or Central site.
2. Assesses and examines patients, reviews past medical history, and requests and/or performs and recommends diagnostic tests and examinations deemed necessary to obtain all possible information related to each case.
3. Makes preliminary diagnosis, directs, prescribes or provides treatment or arranges for specialized care or patient referral as required. Ensures the provision of timely follow-up care and services as required.
4. Provides primary health care services in a cost effective and efficient manner.
5. Make notes of observations into clinical records. Provides emergency care as appropriate. Manages and oversees all medical, pediatric, and obstetrical/gynecological categories for cases that do not require referral.
6. Provides total patient care including prevention, health maintenance, early diagnosis, treatment and follow-up services to patients under his/her care.
7. Adheres to industry standard of practice in the delivery of primary health care services.
8. Identifies risk management issues and brings to the attention of Medical Director. Through the process of evaluating the patient a treatment plan is developed that is appropriate with the patient's current symptoms and clinical findings. Reviews the patient's medications, diet, therapy course, adherence to management plan and patient observations. Instructs and counsels patients and their families on medical concerns.

9. Refers patients to appropriate recognized medical or other government facilities as necessary, providing complete clinical information for care and diagnostic procedures that cannot be adequately provided onsite.
10. Refers patients to appropriate identified specialists.
11. Must provide cross coverage at NATIVE HEALTH central as needed.
12. Ensures preparation of appropriate medical records for all patients seen to ensure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care. Prepares clinical reports and correspondence concerning patients under his/her care to physicians, hospitals, and other individuals and facilities.
13. Provides oversight of CLIA waived lab tests.
14. Collaborates with allied health professionals (i.e., Certified Nurse Midwives, Family Nurse Practitioner and Physician Assistant) to provide effective interdisciplinary health care services and assists in their professional development.
15. Ensures that all regulatory and requirement issues are current and processed for accreditation.
16. Addresses staffing issues with regard to clinical performance.
17. Addresses clinical issues with regard to patient satisfaction and program development for clinical input.
18. Provides support to the Medical Director on all clinical issues.
19. Conducts monthly chart reviews to ensure compliance with established protocols for Physician Assistants/Family Nurse Practitioners.
20. Carries out duties in accordance with Primary Care Staff Bylaws.
21. Works in concert with the Medical Director to develop Quality Assurance Projects.
22. Performs other work related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to motivate, train and work effectively with subordinates who have a variety of backgrounds and training.
2. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
3. Ability to plan own work and carry out assignments effectively.
4. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to work.
5. Ability to develop improvements in or design new work methods and procedures.
6. Ability to establish rapport and gain the confidence of others (physicians, nurses, members of the primary care team, patients and associates).
7. Ability to function as a health care delivery team member.
8. Ability to assess quality patient care.
9. Ability to maintain patient medical records.
10. Skills in providing diagnostic, preventive, and/or therapeutic services to patients.

11. Must be able to work with confidential material without betraying the trust of patients, families, or the agency.
12. Knowledge of the cultural and social backgrounds of the Native American population.

QUALIFICATIONS/EXPERIENCE/REQUIREMENTS:

1. Completion of an accredited medical school, internship, and completion of the certification examination by the medical board of examiners.
2. A permanent current full and unrestricted license to practice medicine or osteopathy in Arizona.
3. Board certified in family practice.
4. Current medication dispensing license (DEA).
5. Experience and training must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine.
6. Medical experience in an outpatient family medical clinic including pediatrics, obstetrical/gynecological, medical care, and non-emergency care.
7. Possess current and valid Arizona Driver's License with no DUI/DWI or reckless driving convictions in the last five years having no more than two at-fault accidents in the last three years and maintain a valid Driver License during employment. Must be insurable by NATIVE HEALTH liability auto policy.
8. Must pass a criminal background check with a Class I Fingerprint Clearance Card within the initial ninety (90) days of employment.
9. Must pass a drug and alcohol testing upon employment and random testing during the course of employment.
10. Must have updated Immunization (IZ) record.
11. Must have a Tuberculosis (TB) skin test report upon employment and employee health profile updated on an annual basis.
12. Must obtain a CPR Certificate within ninety (90) days of employment and maintain a valid card during employment.

NACHC, INC. is an EEOC, Employment-At-Will, and American Indian Preference employer. A Drug Free and Commercial Smoke-Free work environment.

Approved by CEO – 7/2011