



Consolidated Tribal Health Project, Inc.

Staff Physician

Department: Medical	Reports To: Medical Director
FLSA Status: Exempt	Pay Grade: 11
Classification: RFT/RPT/PT/TEMP/INT	Hours of Work: 40/Varies
Covered Position: Yes	Approved: 3/13/19

Job Summary

This position provides direct patient care, family practice primary preventive and primary acute, prenatal and chronic care to the Native American population of Mendocino County.

Job Duties & Responsibilities

- Directs patient care full family practice or Pediatrics, primary care, preventive and primary acute, and chronic care.
- In conjunction with the Medical Director, provides on-site day to day clinical supervision of family practice nurse practitioner and/or PA and medical support staff.
- Monitors Continuous Quality Assurance Program.
- Assists in the development, review and update the Medical Clinic policies, procedures and protocols.
- Attends regular medical and other staff meetings.
- Participates in reviewing progress toward meeting overall medical clinic goals and objectives.
- Attends meetings, complete reports, and evaluations as required by IHS.
- Perform other duties as assigned.

Minimum Qualifications (Education & Experience)

- Medical degree or Doctorate in Osteopathic Medicine.
- Board certified in Family Practice or Internal Medicine.
- Valid California Medical Licensure(s).
- Drug Enforcement Agency (DEA) certificate.
- Current BLS/CPR/First Aid certification.

Preferred Qualifications (Education & Experience)

- One (1) year experience in providing general medical care in a family care setting.
- Experience in community clinic preferred and a strong commitment to multi-disciplinary teamwork.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

Necessary Knowledge, Skills, and Abilities

- Maintains knowledge of healthcare industry and trends, health promotion, and patient services.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.

- Skills in operating personal computer using a variety of computer software.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date