

Medical Director

Department: HHS

Location: Longview, WA

POSITION TITLE: Medical Director
DEPARTMENT: Health and Human Services (HHS) - Clinic
LOCATION: Longview, WA
REPORTS TO: Health Director
FLSA STATUS: Exempt
SALARY RANGE: \$281,648.84 - \$422,473.27

*****If you are an American Indian/Alaska Native and/or a Veteran and would like this to be considered for hiring, please note this on your cover letter and/or resume*****

Position Summary:

Oversees and provides leadership to a multi-disciplinary team in providing quality, comprehensive primary care to patients in an ambulatory care clinic. Coordinates and manages the clinical care program in compliance with appropriate external funding, accreditation, reimbursement guidelines and professional standards. Adheres to HIPPA and confidentiality requirements. Honors and represents the mission, vision, values of CIT and of the HHS department.

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This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Ensures clinic providers and staff are meeting and following standards of care for management of acute and chronic illnesses set forth by Indian Health Services, standards of care practices and accrediting bodies; works with the Health Services Manager(s) in implementing and maintaining a comprehensive compliance program.
- Assists in developing, maintaining, and monitoring a quality assurance and improvement program to include patient satisfaction and grievance procedures; recommends measures for improvement of the quality, efficiency and delivery of patient care.
- Provides advice on the development of practice guidelines and protocols, reviews practices and staff development; assures the implementation and adherence to clinical policies and protocols.
- Works with the Health Services Manager(s) to implement and maintains a patient management system that demonstrates effective and efficient care coordination and ensures a continuum of care.
- Participates in the hiring and selection of medical staff; coordinates training with Health Services Manager(s).
- Increases medical provider's effectiveness by orienting, coaching, and counseling providers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Reviews clinic practice by developing and participating in medical record audits, peer and practice reviews.
- Facilitates and coordinates medical student resident training.
- Serves as a medical liaison between the clinic and other healthcare facilities.
- Provides comprehensive, diagnostic, preventative, and therapeutic medical care to patients in an ambulatory care clinic.
- Orders and/or performs screening, diagnostic tests and procedures. Interprets results and analyzes data to recognize early stages of serious physical, emotional or mental health problems.

- Works in an independent and interdependent relationship with members of the medical staff, which allows for consultation, collaboration, or referral.
- Provides a full range of emergency services and crisis intervention procedures in order to stabilize a patient sufficiently to transport to a hospital facility.
- Documents all medical evaluations, diagnoses, procedures, treatment, outcomes, education, referrals and consultations; maintains accurate records in accordance with professional standards and established clinic guidelines.
- Educates patients and/or families about preventive care, medical issues, and uses of prescribed medical treatments and/or medications.
- Evaluates total health care needs of patients and develops or maintains plans to meet these needs.
- Refers to outside specialty practices/services those patients requiring care who are unable to be treated in the clinic. Provides follow-up care as recommended by specialist.
- Abides by all regulations and requirements with regard to utilization review and quality improvement directives including but not limited to: in-service training, peer review, performance improvement, record maintenance.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Adapts to changes in safety protocols and procedures.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of principles, practices, and procedures in providing comprehensive health program in clinic environments.
- Knowledge and skills necessary to assist in providing care appropriate to the age of the patients served.
- Knowledge of drugs and biological effects, and the desired effect on treatment of disease.
- Knowledge and ability to interview and provide counseling in preventive health care on nutrition, common illnesses, child growth and development patterns, mental health, etc.
- Knowledge and familiarity with the mandatory reporting requirements under the Indian Child Welfare Act.
- Knowledge and understanding of the Cowlitz language preferred.
- Protection Act, with regards to suspected incidence of child abuse or child neglect.
- Knowledge of related accreditation and certification requirements.
- Skill in treating patients with tact, courtesy, and respect.
- Skill in clinical supervising, training and evaluating assigned staff.
- Ability to take medical histories, conduct physical examinations and communicate results of laboratory tests.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to work both independently and in a team environment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to observe, assess, and record symptoms, reactions, and progress.

Minimum Qualifications:

- Doctor of Medicine, Doctor of Osteopathic Medicine or equivalent.
- Registered with an active, unrestricted License, as a Physician.
- DEA Licensure.
- Seven years' experience in the administration of a tribal ambulatory clinic.
- Two years clinical experience working in an ambulatory clinic setting preferred.
- A combination of relevant related work experience may be considered.

- BLS/CPR and AED certifications.
- Valid driver's license
- Must be able to successfully pass a background screening / investigation according to the established requirements below.

Tribal preference in accordance with Cowlitz Indian Tribe Code and CIT Employee Policies and Procedures Handbook shall apply to all positions. All positions are required to adhere to CIT's established safety policies regarding vaccine requirements and personal protective equipment (PPE).

Background Investigation Requirements:

- Pre-employment drug screen.
- Reference checks, education and employment verification.
- Federal, state, and/or tribal criminal history and sanction checks.
- Has not been found guilty of, charged with, received a deferred sentence, received a conditional discharge of, or entered a plea of not contest to, or entered a plea of guilty to any one felony or misdemeanor crimes of violence, sexual assault, molestation, exploitation or sexual contact; prostitution; or crimes committed against person(s) or children.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee is occasionally required to lift up to 20lbs. Specific vision abilities required by this job include close vision and clarity of vision at long distance.

Work Environment:

Work is performed in a clinic environment. Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease and frequent exposure to dust, fumes, airborne particles and/or allergens. Situations occur where PPE (personal protective equipment) is needed. Work may involve working with hostile, violent or offensive individuals. Overnight travel, weekend, and/or evening work is occasionally required. Tight time constraints and multiple demands are common.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.