GOALS FOR POSITION: Specify goals for current year (goals are updated yearly)

SUMMARY: The Medical Director is responsible for leadership and administration of K’ima:w Medical Clinic services. Direct and coordinate all activities of the medical functions. Provide clinical consultation and oversight to physicians and mid-level providers. Collaborate with al K’ima:w Medical Center departments, Chief Executive Officer, and Board of Director in planning, implementing and evaluating health programming quality health services to clients.

FUNCTIONS & RESPONSIBILITIES:

Medical Director Duties

1. Provides medical expertise with respect to planning and establishing goals, objectives and policies to improve medical services that are consistent with K’ima:w Mission, Vision and guiding principles.
2. In collaboration with leadership, establishes standards to provider productivity and measurements for quality of care.
3. Monitors providers against set standards, including, but not limited to, GPRA (Government Performance Results Act). Reports productivity and/or quality of care variances to UIHS leadership.
4. Oversees Licensed Independent Practitioner (LIP) process for all medical providers following K’ima:w policies. Coordinates credentialing and privileging process with Human Resources.
5. Identifies and develops plans for areas of improvement based on utilization studies, adverse trends, practice patterns, or operational needs.
6. Explore possibilities, develop and coordinate Family Practice resident and medical student training opportunities for individuals who are American Indian, and/or others who have an interest in working with American Indian communities.

Administrative Duties

1. Promotes and establishes medical policies and procedures following recognized standards of care; including but not limited to Centers for Disease Control, accreditation and compliance standards and guidelines, and other evaluating entities, including state and federal agencies.
2. Coordinates and collaborates with staff in recruitment of physicians and mid-level practitioners.
3. Supervises and provides clinical oversight to physicians and mid-levels. Provides daily consultation, guidance, and direction to assure standards of care are met.
4. Provides orientation to new providers regarding medical systems for delivery of care.
5. Responsible for all peer review. Conducts and monitors the peer review process for ongoing quality assurance.
6. Participates in the review and assessment of Contract Health Services (CHS) for complex and unique claims.
7. Collaborates with key medical staff on development and implementation of continuing education and training needs for medical staff.
8. Monitors medical services budget in relationship to overall K’ima:w fiscal budget.
9. Collaborates with key medical staff regarding schedules of all medical providers in order to provide coverage.
10. Oversees reporting of births, deaths, and outbreak of contagious disease to governmental authorities.
11. Reports to Chief Executive Officer and various governance meetings regarding operations of K’ima:w medical services. Attends committee meetings as directed by the Chief Executive Officer.

**Basic Outpatient Clinical Duties**

1. Performs all functions as a family physician in providing direct care to clients; including, but not limited to, the examination of patient to determine general physical condition, the recording of information about patients medical history, ordering various tests and diagnostic images to provide information on patient’s condition, the prescribing of medications, performing minor surgical procedures as privileged, etc.
2. Develops both individual and family long range personal relationship and continuity of care for the full scope of patients’ health problems by planning, providing and coordinating all necessary services, and establishing priorities in consultation with other appropriate staff.
3. Develops relationships and acts as liaison between K’ima:w and other practitioners for specialized treatment for referrals.
4. Maintains a professional, organized, and clean working environment by following organizational policies, guidelines, and acceptable safety standards.

**SUPERVISORY RESPONSIBILITIES:** Provide professional supervision of medical secretary, nurse practitioners and physicians in the Medical Department. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BASIC REQUIRED ABILITY:**

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly;
identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

JACHO RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain accreditation by the Joint Commission on Accreditation of Healthcare Organizations. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.
PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

JOB SPECIFIC SKILLS & ABILITIES:

- Demonstrated ability to perform processes in the delivery of care to specific age groups.
- Theoretical and practical knowledge of medicine.
- Ability to get along well with other staff and patients, including those of other cultural background.
- Ability to make appropriate referrals to other specialists / service.

EDUCATION and/or EXPERIENCE:

- Graduation from a United States accredited medical school.
- Five years direct ambulatory care experience with two years administrative/leadership experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a permanent, current, full and unrestricted license to practice medicine in the State of California.
- CPR certification or obtain within three months of hire
- ACLS certification or obtain within six months of hire
- PALS certification or obtain within six months of hire

CONFIDENTIALITY: Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period.
Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to blood-borne pathogens, airborne formites, infections and other contagious diseases. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and travel status (out of local area). The noise level in the work environment is usually loud.

_________________________        _________________________
Employee's Signature          Date

_____________________________
Supervisor's Signature & Date

_____________________________
Human Resource Director

ANNUAL TRAINING REQUIREMENTS: At a minimum Employee is required to be certified for 1) Health Stream courses and 2) CPR, PALS, ACLS every two years.