**SANTA YNEZ TRIBAL HEALTH CLINIC**

**JOB DESCRIPTION**

**TITLE:** Medical Director

**DEPARTMENT:** Medical

**CLASSIFICATION:** Exempt

**REPORTS TO:** Executive Director

**DAYS/HOURS:**  Monday-Friday/32-40 hours per week

**JOB SUMMARY:**

At the direction of the Executive Director, the Medical Director performs a working physician role while providing supervision, direction, and leadership to other medical staff.

**ESSENTIAL RESPONSIBILITIES:**

Any and all duties as assigned by the Executive Director, up to and including:

* Maintains all credentials necessary for the lawful practice of medicine in the State of California.
* Provides services on clinic premises 32-40 hours per week.
* Provides primary care services, which include, but are not limited to, the following:
  + Preventive health screenings and patient education
  + Diagnosis and treatment of illnesses, diseases, and disorders
  + Complete physical examinations
  + Minor surgeries, such as excision of cysts and suturing of wounds
  + Gynecological and family planning services
  + ECG readings and interpretations
  + Referral services, as required, for care provided by appropriate medical specialists and mental health and dental practitioners
  + Counseling
* Makes reasonable efforts to provide health care services in accordance with IHS productivity standards as follows: A full-time (30 hours per week) physician, physician assistant, or nurse practitioner shall have an average daily visit rate of no less than 13 visits.
* Participates in required medical meetings, including IHS and other agency and organizational meetings, as required by grantors to the Clinic’s programs.
* Provides, or makes suitable provisions for provider coverage for after-hour services and absences due to vacation, illness, off-site continuing education programs, and other absences by participation in an on-call group and by carrying a cell phone while on-call or off the premises but on duty.
* Supervises Medical Department activities and staff with the assistance of the Clinic Coordinator:
  + Medical Department staff includes ~~a full-time~~ other Medical Providers/Specialists (MD), Physician Assistants (PA), Registered Nurses (RN), Clinic Coordinator (LVN), and Medical Assistants (MA~~).~~ The Medical Director shall be consulted with concerning qualifications, competence, and training of non-exempt staff; participates in the hiring process for medical providers, physician assistants/nurse practitioners, and registered nurses with the assistance of the Clinic Coordinator, Human Resources, or Executive Director as appropriate.
  + Responsible for introductory and annual reviews of his/her staff and seeks input from other appropriate clinic staff in their preparation.
  + Provides supervision and direction in a manner consistent with (1) SYTHC’s Personnel Policies & Procedures Manual (2) Financial Policies & Procedures Manual; (3) contract and grant requirements; and (4) applicable laws, including, but not limited to, those governing licensed community clinics in the State of California.
  + Collaborates with the Clinic Coordinator on the work schedules required of his or her staff while the Clinic Coordinator implements such schedules; responsible for editing time sheets for physicians, NP’s or PA’s in collaboration with the Clinic Coordinator.
  + Participates in the orientation of all new Medical Department staff.
  + Works with the Director of Operations in coordination with the Front Office Supervisor regarding patient scheduling.
* Participates in the development and maintenance of health programs in cooperation with the Executive Director and other staff. Programs include, but are not limited to, the following:
  + Medical data and medical quality improvement programs
  + Community health promotion, health education, wellness activities, health fairs, first aid and CPR classes, nutrition programs, weight loss programs, and smoking cessation programs
  + Supports services for American Indian organizations and their service programs
  + Health consumer education activities designed and intended to promote a healthier American Indian community and the cost-effective use of SYTHC’s medical clinic and other services.
* Utilizes all forms required for record-keeping and reporting purposes; ensures compliance with applicable statutory and regulatory laws; fulfills reporting requirements specified by the Executive Director and/or SYTHC’s funding agencies.
* Ensures medical equipment, appliances, and hand instruments are in good condition and is responsible for the security and proper use of instruments and equipment.
* Stays within budget to purchase, maintain, and ensure proper allocation and use of medications, appliances, supplies, and other related medical department inventory.
* Participates in the annual review of the Medical Department’s policies and procedures.
* Collaborates with other clinic departments in the case management and services planning as applicable.
* Demonstrates exceptional leadership, teamwork, and communication skills for the Medical Department and Clinic.
* Establishes and maintains effective relationships with the Native American community.
* Participates in the following committees/teams/meetings and attends regularly scheduled, related meetings:
  + Committees/Teams
    - Quality Improvement Committee/Credentialing Committee
    - Meaningful Use Committee
    - Management Team
    - Medical Department Team (department or provider meetings)
    - Diabetic Committee
    - Education Committee
  + Meetings
    - Health Board
    - Executive Director (weekly)
    - Behavioral Health Department (quarterly)
    - County emergency drill and post-drill (annually)
* Completes the following reports and/or evaluations:
  + Health Board reports (monthly)
  + Medical Department update report (monthly)
  + Employee Performance Reviews (annually)
  + Peer Reviews (completed by third parties annually, but discussed internally by Medical Director with each provider and presented to Health Board)
* Signs off on Physician Assistant (PA) notes.
* Represents the Medical Department in audits and accreditation reviews, in collaboration with the clinic coordinator.
* Maintains communication with eConsult company (i.e., *AristaMD).*
* Provides consultation services; these include advice received from a telephone discussion with a specialist and may result in the referral of a patient to a specialist for services.
* Coordinates all services, not only his/her own, but also services by specialists when care by one or more specialists is required.
* Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Must possess unrestricted current licensure to practice medicine in the State of California as issued through the Medical Board of California.
* American Board-eligible or certified Family Practice Medicine or Internal Medicine.
* Five years of clinical experience.
* Supervisory and leadership skills and abilities.
* Strong commitment to mission, policies, and goals of the Santa Ynez Tribal Health Clinic.

**DESIRABLE QUALIFICATIONS:**

* English-Spanish bilingual skills is highly desirable.
* Basic proficiency with computers, including EHR systems (i.e., NextGen) and Microsoft Office applications such as Word and Outlook.
* Willingness to receive continuing education training (some travel required).
* Native American preferred.

**LANGUAGE SKILLS:**

* Ability to read, analyze, and interpret forms, grants, and documents.
* Ability to respond to common inquiries or complaints from patients, regulatory agencies, or members of the business community.
* Ability to effectively present and communicate information to the Management Team, Executive Director, and/or Health Board as needed.

**MATHEMATICAL SKILLS:**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratios, and percentages, and to draw and interpret bar graphs.

**REASONING ABILITY:**

* Ability to solve practical and critical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, verbal, diagram, and/or schedule form.

**PHYSICAL REQUIREMENTS:**

* Ability to work in a dynamic and fast-paced environment with low to moderate physical activity. These activities can include: walking, stooping, bending, lifting up to ten (10) pounds, and sitting.
* Normal range vision correctable to 20/20 and ability to hear within normal range.
* Ability to deal with time constraints and stress.

**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 may be exposed to odors or airborne particles.
* The noise level in the work environment is usually within normal range.

**I have received, read, understood, and agree to perform the duties described in the above job description.**

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Signature of Employee Date

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Printed Name of Employee

Revised: 8/19