

**The Confederated Tribes of the
Grand Ronde Community of Oregon**

Job Title: Physician (Family Practice)
Reports to: Clinical Director
Average hours per week: 40

Dept: Medical Clinic
Grade: 23
FLSA status: Exempt

Job Summary

Provide holistic medical care services to patients and families served by the Health and Wellness Center. Ensure that all patients receive proper treatment in a reasonable amount of time. Ensure that the provision of healthcare services takes place in an efficient professional environment. Contribute to accomplishment of the Tribe's holistic health and wellness objectives for patients and families. Recommends and refers cases for peer review and care management.

Essential Functions

Assessment/Diagnosis/Treatment

1. Provides professional medical screening, evaluation, diagnosis, and treatment of medical clinic patients.
2. Assessment of physical, psychological and social needs of both patient and family.
3. Recognition of office medical emergencies and coordination of treatment including facilitating EMS transfer when necessary.
4. Provides routine medical care in the outpatient setting, including episodic care for acute medical problems as well as development and implementation of individual treatment plans for with chronic conditions.
5. Provides information and support to further promote health and prevention of disease by assisting in tobacco use cessation, reduction/cessation of alcohol intake, discontinuance of drug use as well as promotion of healthy lifestyle changes including diet, exercise, auto/firearm safety, etc.
6. Interprets lab, EKG, oxymetry, x-ray, and other studies and provide the patient with timely reports as to the findings and appropriate treatment (and options when available).
7. Prescribes both pharmacological agents and nonpharmacologic therapy tailored to the individual patient's health care needs.
8. Promotes counseling services and initiates referrals when appropriate. Maintains dialogue with other health care professionals (dental, mental health, chemical dependency, etc.) to promote and facilitate comprehensive healthcare services.
9. Performs minor surgical/invasive procedures, including but not limited to: vasectomy, fine needle aspiration of thyroid, fine needle aspiration or breast, arthrocentesis, lumbar puncture, skin-biopsy- both superficial and deep, mole/skin tag destruction, cryotherapy, circumcision, IUD insertion/removal, endocervical biopsy/endometrial biopsy, venipuncture, IV starts, and procedures covered in ACLS and PALS protocols under local anesthesia.
10. Works closely with Triage personnel to ensure optimum efficiency.
11. Makes appropriate outside referrals to other health professionals and agencies, and

support groups within the financial guidelines of Contract Health Services and contracted insurance companies.

12. Diagnose and treats patients as a triage team physician in accordance with triage standards for a physician.
13. Participates in after-hours call system shared by other GRHWC medical providers.

Follow-up

1. Documents care in patient care record.
2. Communicates with patients by telephone and written correspondence.
3. Modifies plan of care with the patient/family to achieve optimal health in conjunction with established treatment protocols.

Health Promotion

1. Recommends and provides preventive screening tests appropriate for age, gender, and risk factors.
2. Discusses lifestyle changes with patients that will promote well-being and health.
3. Participates and provides insight in conjunction with clinical wellness programs as determined by administrative team.
4. Assists the Clinical Director in efforts to reduce drug dependency of Health Center patients.
5. Promotes, selects and presents cases for case management and peer review for complex issues and care plans.

Education

1. Provides verbal and/or printed instructions at time of office encounter.
2. Enhances patient participation in self-care by patient and family health education.
3. Provides public health education beyond patient visits which includes speaking at community events and writing for publications.
4. Shares information gleaned from conferences not attended by other providers.
5. Meets or exceeds the minimum professional requirements for annual CME.

Staff Guidance

1. Serves as designated medical consultant to the Health Center Outpatient Chemical Dependency Program.
2. Reviews work of medical clinic staff as assigned by Clinical Director and provides constructive guidance.
3. Provides medical guidance and training including preparedness training for office emergencies and disasters (in conjunction with the QI coordinator).

Administration

1. Collaborates with other clinical departments (lab, pharmacy, mental health and chemical dependency) for continuity of care.
2. Participates as a member of the Pharmacy and Therapeutics Committee.
3. Participates as a member of the Medical Clinic Triage Team.
4. Attends and participates in administrative meetings as instructed by Clinical Director.

Quality Improvement

1. Participates in internal QA/QI activities within the Medical Clinic as determined by the Clinical Director and Medical Services Manager.
2. Maintains certification in ACLS and PALS.
3. Enhances current knowledge base by attending continuing education programs as deemed necessary.

Additional Functions

1. Provides onsite education for Physician Assistant and Family Nurse Practitioner students as a clinical preceptor for OHSU.
2. Coordinates preceptor activities with Medical Services Manager.
3. Provides onsite education for Health Careers students from local high schools.
4. Performs a variety of other duties as assigned by Clinical Director.

Qualifications

1. Requires a M.D. or D.O. degree, and license in the State of Oregon or ability to obtain an Oregon license within 120 days of initial employment.
2. Must have strong interpersonal skills working with individuals from diverse backgrounds.
3. Must respect all others regardless of age, gender, ethnicity, or income level.
4. Must be committed to providing comprehensive health care to the individual, family, and community.
5. Must possess a strong knowledge base of medical conditions and treatments.
6. Must be able to perform office procedures (including both invasive and non-invasive minor surgery).
7. Must be able to complete patient visits and documentation in a reasonable amount of time (as determined by team generated protocols).
8. When required, will need to obtain appropriate medical consultation.
9. Must maintain patient confidentiality at all times.
10. Adherences to the organization's policies and procedures covering the privacy, access, and patient health information in compliance with Federal and state laws and the healthcare organization's information privacy practices.

Typical Physical Requirements and Environmental Conditions

Physical Requirements

1. Continually requires walking or moving about to accomplish tasks.
2. Continually requires standing for sustained periods of time and maintaining balance.
3. Continually requires lifting and carrying up to 14 pounds.
4. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
5. Continually requires working with fingers rather than the whole hand or arm.
6. Continually requires repetitive movement of the wrists, hands and/or fingers.
7. Continually requires reaching for objects and raising objects from a lower to a higher position or moving objects horizontally.

8. Continually requires bending.
9. Continually requires the use of vision, specifically close vision, color identification and depth perception.
10. Occasionally requires sitting for sustained periods of time.
11. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
12. Occasionally requires lifting and carrying up to 34 pounds.
13. Occasionally requires hearing alarms.
14. Occasionally requires far vision.

Environmental Conditions

1. The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.
2. Continually required to wear plastic/latex gloves and safety shoes.
3. Continually required to handle soiled laundry.
4. Occasionally required to wear safety glasses.
5. Occasionally exposed to compressed gases and detergents.

Attendance

Required to comply with company attendance standards to fulfill essential functions.

Safety

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

Drivers License & Insurance Requirement

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

Background Check

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

Travel Requirements

Local travel is occasionally required. Travel outside of the state is infrequently required.

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.