

Position: Family Practice Physician
Department: Medical Services
Supervisor: Medical Director/Physician
Supervises: Registered Nurses, Licensed Practical Nurses, & Nurse Practitioner
FLSA Status: Exempt

Position Summary:

This position is to provide general medical/family practice services to eligible Native American/Alaska Natives for treatment that resides within the jurisdiction of the Sac and Fox Nation. The Black Hawk Health Center is an integral component of a community health care based program. The Nation's health care program provides comprehensive outpatient health care services to eligible Native Americans/Alaska Natives.

Duties and Responsibilities:

- Examines and treats all eligible patients which may include, but not limited to chronic illnesses; acute illnesses, infant, child/adolescent health, preventive health, communicable diseases, and pregnancy.
- Provides urgent care/minor emergency services which may include lacerations; splinting broken bones; supportive treatment for patients with possible MI's; administering life saving techniques; etc.
- Provides group and individual health education on a variety of topics, which include areas of health promotion and disease prevention. Provides in-services to staff, when requested.
- Maintains clear, concise, and accurate records on all patients. Records medical information in accordance with established policies and procedures.
- Chairs and/or Co-Chairs committees such as Infection Control, QI, Safety, and Risk Management, etc. as designated by the Medical Director and/or Health Director.
- Actively participates in QI activities. Prepares required documentation and/or necessary paperwork in a timely manner.
- Reviews and updates policy and procedures manuals related to general medical services/family practice at least annually or more frequent, as needed.
- Evaluates medical procedures relative to patient care with objectives of improving patient care. Such activities include peer review, drug utilization, etc.
- Attends required and necessary continuing medical education classes, workshop, etc. in order to remain updated on current medical practices.
- Works in concert with the Nation's Contract Health Services program on referring patients.
- SUPERVISORY CONTROL: Provides supervision for laboratory, radiology, nurse practitioner, nurses (Registered Nurses and Licensed Practical Nurses) as designated by the Medical Director.
- GUIDELINES: Delivery of services are provided in accordance with the Nation's guidelines; Black Hawk Health Center policies and procedures; AAAHC standards, State and Federal guidelines and standards; and accepted standards of practice as set forth by the American Medical Association or American Osteopathic Association.
- COMPLEXITY: The provision of medical care/Services encompasses the treatment of

patients in regard to their physical, social, cultural and mental well being. This in itself is of a complex nature and requires the physician to practice holistic medicine with respect to the individual Native American/Alaska Native. Must use ingenuity in resolving problems as they occur in delivery of services and make recommendations on policy and procedure matters. Must maintain effective work relationships with employees, supervisors, tribal officials and other visitors to the facility.

- **SCOPE AND EFFECT:** The purpose of work is to provide preventive, diagnostic and therapeutic medical care and services in order to assist ambulatory health care staff in providing medical services to patients. These efforts and services are provided to prevent illness and promote the health and well being of the patients served.
- **PERSONAL CONTACTS:** Personal contacts are with patients, their families, staff within the health care program, other Nation staff and personnel from other agencies plus numerous community, state and federal agencies.
- **PURPOSE OF CONTACTS:** Personal contacts with patients and their families are to provide care, exchange information, teach, encourage and persuade them to improve or change life styles, dietary or health habits. Contacts with clinic personnel and outside agencies are for the purpose of exchanging information and coordinating patient care.
- **PHYSICAL DEMANDS:** Work is performed in an ambulatory health care setting, which requires considerable walking between examine/treatment rooms, and long periods of moving about the work units. Work requires regular and recurring bending, stooping, stretching and lifting patients or similar activities.
- **WORK ENVIRONMENT:** Work is performed in an ambulatory health care setting. There is common exposure to infections and communicable diseases, potentially hazardous chemicals and biohazard material. The work may include a certain amount of exposure to hostile and/or emotionally disturbed patients, families and visitors. Must be aware of all risks involved and be willing to take precautions as requested and required.
- **PUBLIC RELATIONS:** Important attributes of any employee of the Nation, along with official performance of duties and personal appearance and public relations. Each employee is expected to make every effort to be well informed about the Sac and Fox Nation and the overall health program. Must be pleasant, courteous and cooperative and act in a manner to commend respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will create a more pleasant work environment.

Knowledge, Skills, and Abilities:

- Must possess knowledge of the principles, practice, and procedures of health care quality management.
- Must possess knowledge of principles and practices of health promotion/disease prevention.
- Ability to develop medical care standards, guidelines, are plans, clinical policies and procedures.
- Knowledge of medical practice management, leadership and supervision necessary to provide sound guidance to the clinic staff of the health program.

Education and Experience:

- Graduate of an accredited college/university of medicine and must possess a current unrestricted Oklahoma State license, current DEA license and must be an eligible Medicaid and Medicare provider.

Employee's Signature

Date

Supervisor's Signature

Date