

Position: Medical Director  
Department: Medical Services  
Supervisor: Health Director  
Supervises: Clinic/Ancillary Managers, Dietitian, Physical Therapy  
FLSA Status: Exempt

### **Position Summary:**

The purpose of this position is to provide leadership, guidance, and medical services to the Sac and Fox Health Program staff. It consists of directing patient care, health services evaluation programs, and interacting with the Nation's staff, agencies and committees. This position assists the entire Nation with internal/external issues so as to position, structure, and guide the Nation in the health care arena. Additional activities are conducted with the objective of maximizing the efficiency and effectiveness of the delivery of health services.

### **Duties and Responsibilities:**

- Examines and treats patients, which may include, but is not limited to: chronic/acute illnesses; infant, child/adolescent health; male and female preventive health; communicable diseases.
- Provides urgent care/minor emergency services which may include, but is not limited to: repairing lacerations; splinting broken bones; supportive treatment for patients presenting 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.
- Keeps clear and accurate records on all patients. Recording will be done in accordance with established policies.
- Chair/participate in committees as needed/designated by the Nation through the Health Director such as: Quality Improvement, Pharmacy and Therapeutics, Safety, Risk Management, etc.
- Reviews the policies and procedures of Nursing, Pharmacy, Laboratory, Radiology, Behavioral Health, Nutrition, Physical Therapy, and Clinic Services for clinical appropriateness with the objective of improving patient care and Recommending any/all changes and approval to the Health Director.
- Attends required and necessary continuing educational programs, workshops, etc, in order to remain current on the latest changes in health care practices.
- Possess a working knowledge of the referral procedure for Contract Health Services and other health resources.
- Participates in the review of Contract Health Services referrals on an as needed basis to ensure clinical appropriateness of the referral.
- Identifies training requirements for employees under his/her supervision on an annual basis.
- Provides input into the annual budget process of the health program, helping to determine equipment, staffing and training needs of the organization.
- Performs delegates, supervises or authorizes medical exams/treatment/care/advice in diverse

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settings and has the authority to do so when this position determines it, expedient, protects the health of the Nation/community or as part of performing his assigned/related duties.

- Serves as Laboratory Director (see separate position description), Clinical Consultant, and Technical Consultant.
- Conducts on-going quality monitoring activities of other members of the medical staff such as consulting physicians, nurse practitioners, physician assistants, or other allied health practitioners.
- Serves as head of the Medical Staff.
- Performs all administrative duties as assigned by the Health Director.

### **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, care plans, clinical policies and procedures.
- Must have knowledge of medical practice management, leadership, and supervision necessary to provide sound guidance to the clinic staff of the health program.

### **SUPERVISORY CONTROLS:**

- Provides overall supervision for Pharmacy, Laboratory, Radiology, Nursing, Clinical, and Ancillary Services and provides clinical supervision of Behavioral Health and Merle Boyd Center.
- Supervises all other physicians, nurse practitioners, physician assistants, and other allied health practitioners as designated by the Nation through the Health Director.

### **COMPLEXITY:**

- Incumbent is responsible for the overall clinical management of the health program working with the various clinical program managers on day to day operational issues. Clinical management of the health program encompasses the provision of medical care/service of the patients that address their physical, social, cultural and mental well being. This in itself is of a complex nature and requires the Medical Director to practice holistic medicine with respect to the individual Native American. The incumbent must use ingenuity in resolving problems as they occur in the delivery of services and make recommendations on policy and procedural matters. The incumbent must maintain effective work relationships with employees, supervisors, tribal officials and other agencies that come in contact with the health program.
- Additionally, the incumbent is responsible for providing the appropriate administrative oversight of the clinical operations of the health program. This will require the incumbent to schedule their activities to ensure that adequate time is spent on required administrative activities. Accomplishment of these administrative duties may involve extensive review of

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internal/external medical records, review of current medical literature, library research and may require the incumbent to spend time away from the health center.

- Further, in accomplishing assigned duties the incumbent ensures that the delivery of clinical services are in accordance with appropriate DHHS/IHS guidelines; AAAHC accreditation standards; Federal and State regulations; tribal policies and procedures; and the standards of care set forth by the American Medical Association or American Osteopathic Association.

### **SCOPE AND EFFECT:**

The purpose of this work is to provide clinical management, leadership and guidance for the clinical staff of the health program, thereby enhancing the delivery of preventive, diagnostic and therapeutic health care services in an ambulatory care setting.

### **PURPOSE OF CONTACTS:**

Purpose of contacts is to plan appropriate clinical activities for the delivery of health care services to the patient population served by the health program. Contacts with patients and families are to ensure that patients and care givers are adequately involved in the treatment plan developed by the medical director. Contacts with outside agencies are for the purpose of exchanging information, coordinating patient care, and the accomplishment of administrative duties.

### **PHYSICAL DEMAND:**

Work is performed in the ambulatory health care setting which requires considerable walking between examination rooms, long periods of standing. Work requires recurring bending, stooping, stretching and lifting of patients as necessary to conduct physical examinations.

### **WORK ENVIRONMENT:**

Work is performed in an ambulatory health care setting. There is common exposure to infectious and communicable diseases, potentially hazardous chemicals and biohazard material. The work may include an exposure to hostile and/or emotionally disturbed patients, family members and/or visitors. Universal precautions are required.

### **Education and Experience:**

Incumbent must be a graduate of an accredited college or university of medicine and possess a current unrestricted Oklahoma license, current DEA license, and an eligible Medicare/Medicaid provider. Must also be board certified and successfully pass an OSBI/National background check.

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Printed Signature of Employee

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Employee's Signature

Date

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Supervisor's Signature

Date