



JOB DESCRIPTION

JOB TITLE: Medical Director
REPORTS TO: Executive Director of Rolling Hills Clinics
DEPARTMENT: Medical
LOCATION: Rolling Hills Clinics
All Sites (Corning & Red Bluff)
STATUS: Full-Time, 40 hours per week, 100% FTE, Exempt

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Medical Director and Board Certified Physician will oversee the day to day operations of the medical department for the Rolling Hills Clinics. The Medical Director is responsible for the planning and directing of all aspects of the clinic's medical policies and programs. The Medical Director will ensure that an efficient system by which the quality of health standards are guaranteed to all patients by all providers. The Medical Director is responsible for keeping all of the clinical providers up to date of all information shared by the Executive Director. Additionally, practicing as a Clinic Physician responsible for providing high-quality primary care services by diagnosing patient conditions using but not limited to, analyzing reports, test results, medical records, and immediate-family histories and including examinations to diagnose condition of patients and propose treatment options.

DUTIES & RESPONSIBILITIES

ADMINISTRATION (100%)

1. Responsible for designing, implementing, and evaluating the quality of care for all patients and maintains documentation of clinical procedures and protocols.
2. Participate in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits and peer reviews; to be monitored by the Executive Director and jointly reported to the Board.
3. Demonstrate and utilize the highest standards of medical ethics at all times.
4. Provides leadership within the clinic, and advice and recommendations to the Executive Director.
5. Demonstrates leadership within the medical team.
6. Assists in the provision of continuing education, on-the-job training, and the orientation of community health center staff as requested.
7. Supervises, advises, counsels and disciplines all medical department professional providers in conjunction with the Human Resources department. Approves leave status for medical department professional provider staff.
8. Participates in recruitment/retention activities for medical staff as necessary. Participates in interviews of medical provider staff.
9. Participates in short and long term program planning for the medical department and the agency, including development of goals and objectives.
10. Participates in the development of medical budget, including staffing, support plan and equipment needs projection with on-going monitoring and evaluation.
11. Travels when necessary to fulfill the clinic needs and attends meetings as necessary to represent the organization and/or the medical department.

12. Participates in the development of the organizational plan for medical operations, providing for efficient use of personnel.
13. Attends Staff and Health Board meetings and participate Medical Staff Committees as scheduled.
14. Obtains appropriate consultation when problems presented are outside the scope of practice or when unfamiliar with a particular aspect of patient care and utilize available current references and resources.
15. Participate in the development of medical department policies and procedures in accordance with Tribal policies, accreditation requirements and professional standards.
16. Knowledge of principles and practices of medicine.
17. Knowledge of the rules, regulations and procedures of an Indian Health Clinic or willingness to learn.
18. Ability to establish and maintain effective working relationships with administrative, fellow peers, and other work related outside agencies.
19. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including patients and themselves by following required Federal/State/RHC protective protocols, policies and guidelines.

SCOPE OF WORK

20. Be able to attend to see patients on an as needed basis.
21. To work cohesively as a health care medical team by assisting other providers in completing their responsibilities as necessary, i.e. covering vacations and seeing patients, processing refill requests, following-up on referrals, covering telephone encounters and document in-bubbles/inbox.
22. Display the highest level of professionalism, integrity and a strong work ethic, serving as a model for all clinic staff.
23. Maintain requirements of licensure, DEA certification and board certification. Fulfill and maintain requirements for credentialing, privileging internally at Rolling Hills Clinics and externally with payers and regulatory bodies.
24. Provide comprehensive, high quality medical services to patients, regardless of age, sex, gender identification, income, national origin or language.
25. Consider individuals' cultural, psychological, social and environmental factors in creating treatment/care plans.
26. Work with our primary clinic team to provide a cohesive and proactive environment in effort to enhance patient care.
27. Prescribe pharmaceuticals and other medications and treatment regimens to treat identified and documented medical conditions.
28. Analyze reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options.
29. Order laboratory and radiology tests and refer to specialist when appropriate and in a timely manner.
30. Discuss potential side effects of medication/treatment with patient and ensure that all allergy information is up-to-date before prescribing medications and treatment.
31. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing.
32. Adhere to department policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards.
33. Maintain patient confidentiality and comply with all federal and state health information privacy laws.
34. Perform accurate, legible and timely chart documentation to include but not limited to Subjective, Objective, Assessment & Plan (SOAP) format; following RHC policies, federal and state Medicaid and Medicare guidelines in the Electronic Health Records System locking all charts within 72 hours of the visit. Use only standard approved abbreviations.
35. Assist in the development of Standards of Care for the medical department.

36. Serve as preceptor for Family Nurse Practitioner or Physician Assistant or other mid-level clinic providers, including consultations, case presentations, chart review, on-the-job training and peer review.
37. Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
38. Other duties as assigned by Executive Director.

MINIMUM QUALIFICATIONS

1. Must hold MD, or DO degree from an accredited medical school.
2. Ten (10) years of experience working with a community clinic is highly desirable.
3. At least (5) years within a leadership and/or executive role.
4. Must hold a valid California State Physician and Surgeon License.
5. Must be Board Certified or Board eligible in Family Practice or Internal Medicine or other full scope Primary Care Specialty.
6. Current DEA license.
7. Current CPR certification and ACLS certification required.
8. Excellent communication and written skills. Must be detail oriented and be able to multi-task effectively.
9. Ability to work independently and as part of a multi-disciplinary team.
10. Ability to work well under pressure analyzes and evaluates individual member's needs, reach sound conclusions and make appropriate recommendations.
11. Must be detail oriented and be able to multi-task effectively.
12. Demonstrated experience in the delivery of primary care.
13. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.

PREFERRED QUALIFICATIONS

1. Bilingual in Spanish.

IMPORTANT NOTE: Please be advised a post job offer, pre-employment Drug Testing, Physical Exam, Current immunizations, and TB test are required as a condition of employment. Additionally, you will be required to obtain a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of client's patients receiving services at Rolling Hills Clinic.

Credentialing & Privileging Notice:

Credentialing is performed to assess and confirm the qualifications of a licensed or certified health care practitioner. Verification is performed to determine the accuracy of a qualification reported by a licensed or certified individual health care practitioner. Privileging is performed to authorize a licensed or certified health care practitioner's specific scope and content of patient care services in conjunction with an evaluation of an individual's clinical qualifications and/or performance. Employment is conditioned upon successful completion of the credentialing process. All credentialing and verification must be completed before the individual is allowed to provide patient care.

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. The employee is occasionally required to stoop, lift, carry, push, pull or otherwise move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception.

WORK ENVIRONMENT

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.