

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Family Practice Physician  
**Department:** Health  
**Reports To:** Health Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 2/08  
**Approved By:** Health Director  
**Approved Date:** 2/08

**SUMMARY:** Diagnoses and treats variety of diseases and injuries in family practice by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Interviews and examines patients, reviews history, and completes examination necessary to obtain all necessary information related to each patient case.
- Makes diagnoses, directs, prescribes, and provides treatment, and/or arranges for specialized care through Tribe's referral process.
- Provides definitive management of all medical cases not requiring referral and monitors all cases referred for specialized care in cooperation with CHS Manager and Health Director.
- Analyzes reports and findings of tests and of examination, and diagnoses condition.
- Administers or prescribes treatments and drugs.
- Inoculates and vaccinates patients to immunize patients from communicable diseases.
- Advises patients concerning diet, hygiene, and methods for prevention of disease.
- Reports births, deaths, and outbreak of contagious diseases to governmental authorities.
- Directs the preparation of medical records on all patients seen. Assures the accumulation and organization of this information is accurate and timely to provide comprehensive medical care.
- Bases decisions on information obtained through professional medical knowledge and skills, current accepted standards of care, and approved policies and procedures. Makes notes and charts observations in individual patient medical records.
- Provides emergency medical care as needed or requested.
- Performs minor surgery.
- Conducts physical examinations to provide information needed for admission to school, consideration for jobs, or eligibility for insurance coverage.
- Modifies treatment regimens in the best interest of patients, makes observations and develops treatment plans appropriate to the patients underlying disease and current symptoms.

- Refers patients to other medical facilities for care or procedures beyond the capabilities of the Tribes Wellness Center. Provides all information necessary to ensure appropriate continuity of care.
- Supervises the clinical performance of medical staff personnel, completes required reports, and prepares all required information necessary for billing.
- Participates in the Tribe's quality improvement and medical planning activities.
- Works cooperatively with the Health Director, other providers and staff personnel, as well as any other funding programs that are available to the Tribe's Wellness Center.
- Observes strict patient confidentiality, and all pertinent requirements of HIPAA and any other confidentiality regulations.
- Performs any additional reasonable roles and responsibilities as determined necessary by the Health Director.
- Provides sponsorship/practice oversight for the Certified Physician Assistant and Medical Assistant.
- Provides shared on call responsibilities with other employed providers.
- Provides education and support to women of child bearing age to support and promote positive, healthy outcomes in pregnancy and childrearing.
- Refers pregnant mothers into Obstetrical care as early in the pregnancy as possible.

**SUPERVISORY REQUIREMENTS:** Directly supervises three employees in the Health Clinic. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directly work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:**

**Analytical** – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Problem Solving** – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason when dealing with emotional topics.

**Technical Skills** – Assess own strengths and weaknesses; pursues trailing and development opportunities; strives to continuously build knowledge and skills.

**Patient Service** – Manages difficult or emotional patient situations; responds promptly to patient needs; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others views; contributes to building a positive team spirit.

**Visionary Leadership** – Displays passion and optimism; inspires respect and trust; provides vision and inspiration to peers and subordinates.

**Managing People** – Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff.

**Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Ethics** – Treats people with respect; works with integrity and ethically; upholds organizational values.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

**Attendance and Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Doctoral degree (M.D.) and more than 4 years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATE, LICENSES, REGISTRATIONS:** Current valid, unrestricted license to practice within Washington State. Current Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) certification.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**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, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

Common health clinic environment.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.