

## **JOB DESCRIPTION**

**TITLE:** Medical Director

**STATUS:** Full Time, Regular, Non-Exempt

## **POSITION IN THE TRIBAL GOVERNMENT:**

The Medical Director is responsible for the coordination and oversight of the medical care and quality of services provided for the Native American population residing in the service area of the Passamaquoddy Tribe at Pleasant Point. This position will serve as a member of the Administrative Management team and will collaborate with the Health Director in the development of services and programs provided by the Pleasant Point Health Center (PPHC).

## **ROLE:**

The Medical Director will ensure the proper functioning of day-to-day clinical operations of the Medical Clinic, in coordination with other management staff, to provide consistent quality of care. The Medical Director will also provide direct patient care services providing quality, compassionate and culturally sensitive care for patients of PPHC in accordance with Indian Health Service and other applicable standards of care. This may include care within PPHC, homes, and the tribal school.

Under the general supervision of the Tribal Health Director of the Pleasant Point Health center, the Medical Director will serve as the lead clinician in charge of all aspects of medical care services. The Medical Director will monitor clinical performance to ensure medical services and operations are in compliance with all applicable regulatory and licensing agencies. As a member of the management team, the Medical Director is responsible for oversight and the management of the medical department including policy development, implementation, performance objectives, program evaluation, compliance, staff supervision and evaluation.

## **DUTIES:**

1. Provides medical direction and administration including, but not limited to, developing clinical practice guidelines.
2. Supervising physicians and mid-levels; performing quality assurance activities.
3. Advise the Health Director and Tribal Council on Medical Department matters; including decisions, program planning and policies affecting the health care of patients; may delegate as appropriate.
4. Collaborate and actively participate in health planning activities and organizational development to improve PPHC services.
5. Participating and directing provider and medical care team meetings.

6. Maintaining, and establishing as necessary, linkages with pharmacy, dental care, and community referral entities, social support resources to improve and expand the scope of services available through community referrals.
7. Strive to increase third party revenue through program planning and management while optimizing benefits to patients.
8. Develop, implement and enforce clinical policies procedures and protocols based on clinical best practices, guidelines and tribal vision for care.
9. Supervise Medical Department Staff, including day to day operations.
10. Set positive, encouraging and professional environment within the medical department.
11. Ensure that all patient related documentation by medical clinic providers and staff is completed accurately and in a timely matter.
12. Review medical provider's documentation regularly.
13. Oversee all clinical management activities including the establishment and achievement of provider productivity benchmarks, including annual GPRA measures.
14. Serves as the Electronic Health Record (EHR), Physician liaison and provide recommendations, direction and support to the HIM/CAC staff. The Medical Director assists in developing, implementing and maintain polices, procedures and EHR workflows.
15. Develop and implement a systematic program of Peer Review in accordance with current AAAHC accreditation standards.
16. Actively participate in AAAHC accreditation readiness activities and provide leadership and guidance on compliance.
17. Actively participate in quality improvement activities.
18. Actively participate in risk management activities including adverse incident reporting; adhere to the safety management and emergency preparedness plan.
19. Serve as an active member of the Purchases and Referred Care and/or Managed care Team, Pharmacy and Therapeutics Committee, Credentialing and Privileging Committee, Management team and other committees as requested by the Health Director
20. Occasional travel required.

### **PHYSICIAN DUTIES:**

1. Provide quality, compassionate, and culturally sensitive health care services to Pleasant Point community and other HIS eligible beneficiaries residing within the designated service area.
2. Provide a full range of outpatient services; including examination, diagnosis and treatment of both chronic and acute episodic illness and minor injuries; write prescriptions and perform office procedures within the scope of expertise, protocols and available equipment.

3. Review medical history of patients referred to him/her.
4. Instruct and counsel patients on health care needs and goals; record patient progress in the electronic record system.
5. Administer or order diagnostic procedures, such as X-rays, electrocardiograms, and bloodwork; interpret test results.
6. Proactively works with other health care professionals within and outside the medical department for coordination of care, including but not limited to nursing staff, community health, dietary and nutritional services, dental clinic, behavioral health, counselors, pharmacy and external specialists.
7. Make appropriate and timely referrals to specialty care.
8. Follow up with patient test result and referral recommendations.
9. Respond to requests for medication refills in a timely manner.
10. Submit clinical documentation into the electronic health record in a timely manner, per policy.

#### **MINIMUM QUALIFICATIONS:**

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor
3. Must be computer literate with ability to enter information in the PPHC HER system and compile reports or data as requested.
4. Must be able to read, write and speak English

#### **EDUCATION AND/OR EXPERIENCE:**

Preference will be given to work experience in a public health or community clinic setting, previous work experience as a Medical Director, completion of an accredited primary care residency program, or a Board Certification (or eligible) in Family Medicine or Internal Medicine.

#### **LICENSE AND/OR CERTIFICATION:**

1. Current licensure as a MD/DO to practice in the State of Maine by the State Board of Medical Examiners. Current DEA, DPS certification.
2. Current CR certification required (ACLS preferred).
3. Must be able to meet and maintain current PPHC credentialing and privileging requirements.

**APPERANCE STANDARDS:**

This position shall follow the appearance standards as outlined in the Pleasant Point Passamaquoddy Tribe Personnel Policies.