



SOKAOGON CHIPPEWA COMMUNITY

Mole Lake Band

Position:	<i>Medical Director</i>
Location:	<i>Sokaogon Chippewa Health Clinic</i>
Hours:	<i>Full-time, 40 hours per week</i>
Salary:	<i>Commensurate with Education/Experience</i>
Reports to:	<i>Health Clinic Director</i>

Job Summary:

The Medical Director will oversee the day-to-day clinical operations of the Sokaogon Chippewa Health Clinic. The Medical Director is responsible for planning and directing the clinic's medical policies and procedures. Additionally, the Medical Director will practice 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 and Responsibilities:

- Responsible for designing, implementing, and evaluating the quality of care for all patients and maintains documentation of clinical procedures and protocols.
- 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.
- Demonstrate and utilize the highest standards of medical ethics at all times.
- Provides leadership within the clinic, and advice and recommendations to the Tribal Executive Administrator.
- Demonstrates leadership within the medical team.
- Assists in the provision of continuing education, on-the-job training, and the orientation of health clinic staff as requested.
- 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.
- Participates in recruitment/retention activities for medical staff as necessary. Participates in interviews of medical provider staff.
- Participates in short and long-term program planning for the medical department, including development of goals and objectives.
- Participates in the development of medical budget, including staffing, support plan and equipment needs projection with on-going monitoring and evaluation.
- Travels when necessary to fulfill the clinic needs and attends meetings as necessary to represent the organization and/or the medical department.
- Participates in the development of the organizational plan for medical operations, providing for efficient use of personnel.
- 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.
- Participate in the development of medical department policies and procedures in accordance with Tribal policies, accreditation requirements and professional standards.
- Knowledge of principles and practices of medicine.
- Knowledge of the rules, regulations and procedures of an Indian Health Clinic or willingness to learn.
- Ability to establish and maintain effective working relationships with administrative, fellow peers, and other work related outside agencies.
- 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 protective protocols, policies and guidelines.

- 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.
- Display the highest level of professionalism, integrity and a strong work ethic, serving as a model for all clinic staff.
- Maintain requirements of licensure, DEA certification and board certification. Fulfill and maintain requirements for credentialing, privileging internally and externally with payers and regulatory bodies.
- Provide comprehensive, high quality medical services to patients, regardless of age, sex, gender identification, income, national origin or language.
- Consider individuals' cultural, psychological, social and environmental factors in creating treatment/care plans.
- Work with our primary clinic team to provide a cohesive and proactive environment in effort to enhance patient care.
- Prescribe pharmaceuticals and other medications and treatment regimens to treat identified and documented medical conditions.
- Analyze reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options.
- Order laboratory and radiology tests and refer to specialist when appropriate and in a timely manner.
- Discuss potential side effects of medication/treatment with patient and ensure that all allergy information is up to date before prescribing medications and treatment.
- Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing.
- Adhere to department policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards.
- Maintain patient confidentiality and comply with all federal and state health information privacy laws.
- Perform accurate, legible and timely chart documentation to include but not limited to Subjective, Objective, Assessment & Plan (SOAP) format; following federal and state Medicaid and Medicare guidelines in the Electronic Health Records System locking all charts within 72 hours of the visit.
- Assist in the development of Standards of Care for the medical department.
- 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.
- Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Complete other duties as assigned by Tribal Executive Administrator.

Qualifications (*Education, Experience, Knowledge, Skills, Abilities*):

- Must hold MD or DO degree from an accredited medical school.
- Five (5) years of experience working with a community clinic is highly desirable.
- At least (5) years within a leadership and/or executive role.
- Must be Board Certified or Board eligible in Family Practice or Internal Medicine or other full scope Primary Care Specialty.
- Current unrestricted DEA license.
- Current CPR certification and ACLS certification.
- Excellent communication and written skills.
- Must be detail oriented and be able to multi-task effectively.
- Ability to work independently and as part of a multi-disciplinary team.
- Ability to work well under pressure analyzes and evaluates individual member's needs, reach sound conclusions and make appropriate recommendations.

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- Demonstrated experience in the delivery of primary care.
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Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: April 2, 2024

Closing Date: Until Filled