



Tucson Indian Center

Human Resources Department

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Job Description

Job Title: Medical Director

Salary: Exempt; DOE

Status: Full-time

Hrs/WK: 40 hours / week, may adapt as patient load grows

Department: Health

Job Location: Tucson, Arizona

Nature of Work:

Embraces and **Embodies** the Identity Document's Mission, Purpose and Vision Statements; Core Values, Guiding Principles and Strategic Goals. **Responsible** for medical clinic leadership, including response to the Coronavirus Disease 2019 (COVID-19) pandemic, and supervision of medical provider staff to the Health Services Director, Management Team, Executive Director and Board of Directors as appropriate and for providing family medicine physician services. **Coordinates** closely with the Health Services Director in the development, supervision, and provision of the medical clinic and medical administrative services. **Ensures** medical care that meets professional standards and the requirements of regulating agencies. Adopts best practices to achieve highest level of effectiveness and efficiency. **Safeguards** the accreditation, effectiveness, and efficiency of the Center's medical services, working closely with the Health Services Director in creating and sustaining performance checks and balances for monitoring and evaluation of all aspects of the Clinical Services Unit of the Health Department. Other duties as assigned. Serves under the general supervision of the Health Services Director.

Essential Functions:

The Medical Director is a department management position responsible for overseeing the medical clinical services, which initially are focused on COVID-19-related clinical services, and for supervising the medical provider staff. The Medical Director ensures that quality of medical care meets professional standards and the requirements of regulating agencies. The Medical Director also functions as a family medicine physician. The Medical Director works closely with the Health Services Director on administrative operations of medical services.

1. Provides comprehensive primary patient care including COVID-19 prevention, health maintenance, diagnosis, treatment of acute and chronic conditions, and follow-up services to patients under their care within the scope of practice of family medicine.

Measures of Success:

- A. Elicits an accurate patient history appropriate to the presenting complaints and performs appropriate diagnostic and therapeutic procedures.
- B. Develops a differential diagnosis derived from the collection and synthesis of assessment data.
- C. Employs evidence-based clinical practice guidelines to guide screening activities, to identify health promotion needs, and to provide anticipatory guidance and treatment addressing environmental, lifestyle, and developmental issues.

- D. Develop and implement an efficient, cost-effective, logical plan to evaluate and treat the differential diagnoses. Ensures laboratory and radiology studies and other discretionary orders for patients are clearly necessary and do not exceed professional averages.
 - E. Documents in the electronic health record adhering to Tucson Indian Center policy.
 - F. Codes patient visits fairly and appropriately for services rendered following policies and procedures and regulatory requirements.
2. Provides development, supervision, leadership, and guidance initially to Medical Assistant, and, as clinic grows, also to a multidisciplinary primary care team, with respect to quality of medical care, including health education, care coordination, and case management.
- Measures of Success:
- A. Care team delivers effective and efficient coordinated and integrated care to patients and their families in alignment with Tucson Indian Center’s mission, vision, and strategic plan.
 - B. Staff are properly oriented and trained for successful performance and meet competencies related to their clinical position and/or license.
 - C. Staff receive timely and constructive feedback, appraisals, and peer reviews.
 - D. Staff productivity benchmarks are met.
 - E. Provides oversight of Medical Assistant, and oversight to any additional providers per clinical supervisory agreement and following State regulations.
 - F. Sets call schedule and participates in rotation. Serves as back up provider to the provider on-call.
3. Responsible for ensuring the quality of medical care provided at Tucson Indian Center.
- Measures of Success:
- A. Supports the Medical Business Office Manager in the credentialing and privileging process ensuring compliance requirements. Provides final recommendation to the Quality Assurance committee regarding candidates seeking privileges.
 - B. Implements evidence-based clinical guidance and protocols. Ensures clinical staff adhere to protocols.
 - C. Develops and implements clinical policies and procedures.
 - D. Ensures clinical outcomes required by Indian Health Services (IHS) through the Government Performance Results Act report (GPRA) and Uniform Data Systems (UDS) report are collected by clinical staff. Identifies areas in need of improvement and leads the development of strategies aimed at improving population health outcomes.
 - E. Actively participates in mitigation of risk and risk management activities.
 - F. Participates in infection control activities through ongoing surveillance, staff education, and reporting of infection control issues to the Infection Control Officer.
 - G. Provides leadership in the Quality Improvement committee and supports the Quality Assurance Committee as needed.
 - H. Oversees the Clinical Laboratory Improvement Amendments (CLIA)-waived lab tests.
4. Provides guidance to the Health Services Director, Management Team and Executive Director in the development of new programs and the delivery of clinical services.
- Measures of Success:
- A. Identifies medical services needs and gaps and seeks input from staff, providers, and others.
 - B. Contributes to the development of proposals to attain funding for expansion and to continue funding for existing services.
 - C. Develops and implements strategies to facilitate integration of department services into other operational areas.

Required Knowledge, Skills, And Abilities:

1. Strong knowledge of Coronavirus Disease 2019 (COVID-19)
2. Strong knowledge of current evidence-based family medicine guidelines.
3. Skills in providing diagnostic, preventive, and/or therapeutic services to patients.
4. Knowledge of public health, community health, and population health and ability to understand and interpret relevant statistics and research documents.
5. Ability to motivate, train and work effectively with staff members who have a variety of backgrounds and training.
6. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
7. Ability to plan own work and carry out assignments effectively.
8. Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to work.
9. Ability to develop improvements in or design new work methods and procedures.
10. Proficient with computer-based applications such as the EHR and Microsoft Office.
11. Ability to establish rapport and gain the confidence of others (physicians, nurses, members of the primary care team, patients and associates).
12. Ability to function as a health care delivery team member.
13. Ability to assess quality patient care.
14. Ability to maintain appropriate documentation of patient medical records.
15. Must be able to work with confidential material without betraying the trust of patients, families, or the agency.
16. Knowledge of the cultural and social backgrounds of the American Indian population.
17. Demonstrate adherence to principles of confidentiality, scientific/academic integrity, informed consent, and ethical practice.

Required Experience and Training:

1. Must have a permanent and unrestricted license to practice medicine or osteopathy in Arizona.
2. Must have current board certification in family medicine, internal medicine, or pediatrics and maintain certification.
3. Must have current medication dispensing license (DEA).
4. At least 5 years of experience as a physician in an outpatient family medicine practice is required. Experience in a community health center setting is preferred.
5. Two years of experience as a Medical Director or in a senior management role is required. Experience in supervising staff is required.
6. Must have an updated Immunization Record prior to start of employment.
7. Must have a current (within 12 months) Tuberculosis (TB) skin test report upon employment and provide an update annually.
8. Must obtain a CPR Card within ninety (90) calendar days of employment and maintain a valid CPR card during employment.

Additional Requirements:

- Must possess valid Arizona Driver's License (within 30 days of hire if applicant is from out-of-state). Must maintain a valid AZ driver license during employment.
- Must pass Tucson Indian Center Driver Insurance Carrier's requirements
- Must pass Arizona DPS Finger Print Clearance (Class I & II);
- Must pass and submit to periodic/random drug testing
- Must provide evidence of COVID-19 vaccination upon hiring and as requested.
- Must provide evidence of influenza vaccination every 12 months as requested.

Working Conditions:

- Ability to sit for 6 to 8 hours per day at a computer in an office environment with low to moderate noise and frequent interruptions
- Ability to bend, stoop and reach
- Ability to lift and carry up to 20 pounds

Supervisory Status:

- Supervisory of the Medical Services and staff within the Health Services Department
- Reports to Health Services Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

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