



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Family Practice Physician (2)
SUPERVISOR: PCHC Medical Director
LOCATION: Peter Christensen Health Center
POST DATE: July 22, 2020
CLOSING DATE Open until Filled

General Description: A Family Practice Physician is prepared to deliver primary health care services to clients, such as individuals, families, and groups, emphasizing the promotion of health, and the prevention of disease. This professional will collaborate and coordinate with nurse practitioners, family practice physicians, and other health professionals to provide a broad range of primary health care to specified populations.

Salary: Negotiable

How to Apply: Submit your application for employment and a notarized Release of Information by the deadline. Provider must complete an application for credentialing and Privileging. Please contact the PCHC Quality Improvement Coordinator. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Family Practice Physician

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: PCHC Medical Director

D. DESCRIPTION OF DUTIES: A Family Practice Physician is prepared to deliver primary health care services to clients, such as individuals, families, and groups, emphasizing the promotion of health, and the prevention of disease. This professional will collaborate and coordinate with nurse practitioners, family practice physicians, and other health professionals to provide a broad range of primary health care to specified populations. Essential duties and responsibilities include the following:

1. Provide direct primary health care services to Lac du Flambeau tribal members, their families, and specific Lac du Flambeau community-based populations, emphasizing health promotion and disease prevention, including the management of acute and stable, chronic diseases;
2. Maintain comprehensive knowledge and skills in current primary medical and health care practices;
3. Provide occupational health-related medical examinations to Lac du Flambeau tribal employees, as well as community-based employees;
4. Perform comprehensive health assessments for all age groups, such as well child care, pre-employment physicals, WIAA sport physicals, and annual health assessments that include health surveillance for men and women;
5. Assesses and manages care for acute, minor, and episodic illnesses and injuries;
6. Provides assessment, evaluation, and management of patients with chronic or stable illnesses;
7. Collaborates with patient and family to determine physiologic, emotional and environmental needs and priorities;
8. Provide guidance to clinic staff to assure that the quality and safety of primary patient care services meet federal, state, Tribal and other regulatory agency requirements;
9. Provide services in accordance with written clinic policies and participates in the development and periodic review of the written policies governing the services PCHC furnishes;
10. Collecting and updating medical histories of patients, including medical information from patients, family members, or other health care professionals;
11. Assures that adequate patient health records are maintained and transferred, as required, when patients are referred and participates in periodic review of patient's health records;
12. Performs office procedures that may require local anesthesia such as but limited to punch biopsies, suturing, incision and drainage, casing, needle aspiration, and foreign body removal;
13. May occasionally be requested to be on-site earlier than business hours for periodic contrasted MRI service.

14. Evaluation, diagnosis and management of care and follow-up to patients throughout the life span;
15. Provides services which may include the ordering of diagnostic and laboratory tests, the prescription of pharmacological agents and other non-pharmacological treatment modalities;
16. Develop written treatment plans with all options explained to patients;
17. Initiate informed consents with patients and obtain signatures on informed consents;
18. Teach patients and families about normal growth and development stages, which include health promotion practices throughout the life span;
19. Develops and modifies patients and family educational materials and programs as necessary;
20. Coordinate care received from specialties for patients and families and initiate referrals to other health care providers as needed;
21. Providing continuity of care by developing and implementing patient management plans;
22. Monitoring patients' conditions, progress and responses to treatments and reevaluating treatments as necessary;
23. Expanding and maintaining rapport with the health care community in the service area (e.g., interacting appropriately with other health care personnel outside of PCHC, and actively seeking to broaden PCHC's referral network);
24. Appropriately communicating with health and human services agencies, local governments, and community organizations as needed;
25. Maintaining a safe and clean working environment and practicing medicine in accordance with all applicable Occupational Safety and Health Administration ("OSHA") guidelines, regulations and standards, including, but not limited to, rules pertaining to blood borne pathogens, and further, cooperating with PCHC in enforcing such guidelines, standards and regulations for all services performed on the premises owned, operated or controlled by PCHC and any organization related PCHC or under contract with PCHC;
26. Maintaining accurate patient records, assuring confidentiality thereof, and complying with all requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, its implementing regulations, the Standards of Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, Subparts A and E (Privacy Rule); and 45 C.F.R. Parts 160 and 164, Subparts A and C (Security Rule); and the Health Information Technology for Economic and Clinical Health Act (HI-TECH Act), Title XIII, Subtitle D of the American Reinvestment and Recovery Act of 2009, Pub. L. No. 111-5, 123 Stat. 115 (2009) (AREA) and participates in related mandatory training and enforces standards and regulations of HIPAA with all employees;
27. Documenting all treatment provided and all services, examinations, procedures and instructions given to patients, in accordance with best practices, PCHC policies, procedures and requirements and for sound PCHC billing procedures;
28. Providing education, guidance and direction to PCHC support staff;
29. Collaborating with the Health Director and Medical Director to improve the quality of health care at PCHC;
30. Participate in establishing policies, procedures, and guidelines designed to assure provision of adequate, comprehensive services and be responsible for monitoring clinical and quality assurance;

31. Participate as a team member of PCHC to facilitate the orderly and efficient operations of clinic services and departments; provide periodic educational offerings;
32. Assure all licenses/registrations/certifications are current and valid as required by state, federal and clinic guidelines;
33. Attends continuing education seminars and conferences to maintain professional certifications;
34. May present at seminars, conferences, or facilitate groups on issues related to primary health care and promotion of healthy lifestyles;
35. Understands the principles of quality improvement and participates in appropriate quality improvement projects;
36. Works toward achieving implementation of AAAHC certifications, maintains requirements and conducts appropriate follow-up;
37. Participates in all training, meetings and committees as requested;
38. All other duties as requested.

E. POSITION RELATIONSHIPS:

1. **Internal:** Tribal and Peter Christensen Health Center Staff
2. **External:** contact with patients and authorized prescribers, clients.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with the supervision and direction received from the Medical Director.

H. EDUCATION: Must have proof of degree from an accredited, verifiable educational institution.

I. EXPERIENCE: In delivery of family practice medicine and experience with underserved or tribal populations recommended.

J. REQUIREMENTS & SKILLS:

1. Possess and maintain an unrestricted license in the State of Wisconsin.
2. Possess current, valid Board Certification in Family Medicine or licensed field prior to the commencement of duties or be approved and scheduled to sit for the Wisconsin boards within six (6) months of hire.
3. Must remain eligible for participation in and reimbursement from federal and state health care programs, including, but not limited to, Medicare, Medicaid and IHS, and shall accept and treat Medicare and Medicaid patients and patients enrolled in other state and federal health programs as applicable.
4. Maintain current certification in BLS, ACLS, and PALS.
5. Annually accumulate Continuing Education Credits sufficient to maintain current Wisconsin licensure.
6. Ability to multi-task in a busy work environment.
7. Excellent attention to detail.
8. Maintains a safe and clean working environment.

9. Ability to work with patients and staff in a professional manner under stressful situations and must be able to participate in conflict resolution.
10. Ability to work with providers as part of the healthcare team.
11. Ability to communicate with other healthcare professionals and patients in a professional manner.

K. WORKING ENVIRONMENT:

Work conditions: Fast paced clinical environment, often with high treatment demands.

Exposure to hazards: Exposure to hazards in the health field.

Physical Requirements: Prolonged standing with frequent walking. Lifting up to 10lbs. consistently and up to 50 lbs. occasionally. As part of privileging, must have a signed Statement of health. Must be physically and mentally be able to perform job duties set forth above with reasonable accommodations.

- L. BEHAVIOR:** The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Family Practice Physician is to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

- M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must be able to attain and maintain HealthCare Provider Background Check for the State of Wisconsin. Must submit to and pass a drug test prior to commencing employment and random thereafter. Employee must provide proof of vaccines or immunity to measles, mumps, rubella and varicella at time of employment and submit to a TB skin test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lake du Flambeau Band of Lake Superior Chippewa Indians. And in accordance with the tribal employee handbook, professionalism must be maintained at all times, on duty and off duty as a representative of the medical leadership of Peter Christensen Health Center.