

KIC Tribal Health Clinic

POSITION TITLE: **PHYSICIAN**

TYPE OF POSITION: **FULL-TIME PERMANENT**

INDIAN PREFERENCE: **In accordance with the Indian Preference Act of 1934. Applicants must provide verification.**

SUPERVISORY POSITION: **Yes () No (X)**

SUPERVISOR: **Medical Director**

INTRODUCTION

This position is located in the KIC Tribal Health Clinic (KICTHC), Ketchikan, Alaska. This facility provides outpatient medical, dental, pharmaceutical, and social services care to the Alaska Natives/American Indian residing in the Ketchikan Gateway Borough including Saxman.

The incumbent in this position will provide direct acute primary health care services, including diagnosis and treatment, to the Indian and Alaska Native beneficiaries in Ketchikan Gateway Borough including Saxman. Ensures strict compliance with AAAHC standards, IHS regulations, and applicable State and Federal regulations. Adheres to the principles of Total Quality Management.

MAJOR DUTIES

1. Examines and diagnoses health related conditions of individuals presenting themselves for acute outpatient care, determines when a patient referral to specialized care or testing is required, and works with the administrative and clinical support staff to follow up.
2. Examines available medical records, arranges for necessary laboratory tests, X-rays, etc., determines preliminary diagnosis and institutes indicated treatment or action if necessary.
3. Follow up on outpatient cases, upon return of patient, for further examination or treatment observing response to treatment, changes in condition, etc. Alters treatment as indicated.
4. Provides treatment for emergency cases, including administration of medications, minor surgery, or other procedures within the province and capabilities of an ambulatory clinic.
5. Consults with other medical staff members regarding specific treatments, diagnosis and other professional matters.
6. Stresses preventative measures to patients in avoiding health problems as well as necessity for compliance with prescribed treatment measures.
7. Performs on-call duties for the clinic to cover emergency and inpatient care at Ketchikan General Hospital.
8. Educates patients in the nature of their health conditions and recommended therapies as well as the general promotion of health and prevention of disease.
9. Maintains accurate and general promotion of health and prevention of disease. Maintains accurate and complete medical records of all patient contacts, both inpatient and outpatient.
10. In conjunction with other medical/pharmacy/dental staff, assist with development of the appropriate formulary for the clinic.

11. Maintains a cooperative relationship among health care teams by communicating information, responding to requests, building rapport, and participating in team problem solving methods.
12. Works with Contract Health Services to prioritize medical needs of patients. Works within the CHS budget to maintain solvency of KICTHC.

BASIC REQUIREMENTS

EDUCATION

Medical Doctor (MD) or Doctor of Medicine of Osteopathy (DO) from a school in the United States approved by a recognized accrediting body in the year of the applicant's graduation.

LICENSURE

Employee must have a permanent full and unrestricted license to practice medicine in the State of Alaska, another state, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

ADDITIONAL REQUIREMENTS

Applicant must be able to distinguish shades of color.

EXPERIENCE AND/OR TRAINING

- Post-licensure professional experience in the general practice of medicine
- Approved internship training
- Approved residency training
- Graduate-level study in an accredited medical school
- Post-licensure professional experience in a specialized area of practice
- Other advanced study or training (outside of medical school or hospital) creditable toward satisfaction of training program requirements for Board eligibility

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of AAAHC Accreditation requirements
- Knowledge in the general concepts, principles and practice of medicine
- Knowledge of word processing and spreadsheet computer application skills
- Skills in conceptual thinking and orderly planning in the diagnosis treatment of patients
- Skills in writing as would be required for reports, plans, grants, proposals, program justification, etc.
- Ability to exercise mature judgment in working with patients to allow for good communications and doctor-patient relationships
- Ability to work effectively with physicians, nurses, supervisors and ancillary staff
- Ability to perform consistently from day to day and under unusual stress
- Ability to manage simultaneously multiple tasks, including telephone, computer operations and in-person visits
- Ability to analyze complex situations efficiently
- Ability to express oneself clearly and succinctly through oral and written communication skills
- Ability to be flexible in order to perform at the highest level as a team player
- Ability to utilize maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and/or physically (for both patients and co-workers)
- Ability to work independently with minimal supervision and able to prioritize assignments

PERSONAL CONTACTS

Contacts are with patients, outside agencies, clinic employees, students, interns, and volunteer medical providers.

PHYSICAL DEMANDS

Long periods of bending, standing, and walking are required. Management of patient/family behavior is stressful and tedious.

WORKING ENVIRONMENT

The environment involves the usual risks and stress of an office environment within an ambulatory health care facility. The employee may be exposed to communicable diseases. Safety precautions for employees such as blood drawing for screening of various diseases such as hepatitis, required immunizations, etc. are necessary. The employee is required to have vaccination for Hepatitis B.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Must be able to pass a pre-hire drug screen
Some positions require a full background and fingerprint check
Native Preference in accordance with P.L. 93-638

Applications to: **KETCHIKAN INDIAN COMMUNITY**
Attn: Lori Zagar, HR Director OR
Dr. Jennifer Bell, Medical Director
2960 Tongass Avenue
Ketchikan, AK 99901
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jbelle@kictribe.org

Closing date: Open until filled