

ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION

TITLE:	Medical Director	EMPLOYMENT TERM:	12 Month/Full-time
DIVISION:	Health Services	DEPARTMENT:	Primary Care
EXEMPT/NON-EXEMPT:	Exempt	FUNDING SOURCE:	IHS Contract

QUALIFICATION:

1. Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.) degree, 10 years of experience as a Medical Doctor and preferably three years of experience as a Medical Director.
2. A completed residency program in an institution accredited for such training. Graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.
3. A permanent, current, full, and unrestricted license to practice medicine in New Mexico.
4. Demonstrated by work experience or training that they possess, or have potential to develop, the qualities of successful supervision as required for the Medical Director, and listed as follows:
 - a. Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
 - b. Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
 - c. Establish program objectives or performance goals and assess progress toward their achievement.
 - d. Coordinate and integrate the work activities and resources of several organizational segments or of several different projects.
 - e. Analyze organizational and operational problems and develop timely and economical solutions.
5. Knowledge of AAAHC requirements for accreditation.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above, in accordance with the requirement of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Assistant Health Services Director

SUPERVISES: All Physician or Mid-Level Practitioner Staff, Clinic Nurse, Pharmacist, Lab Supervisor, Diabetes Coordinator, and EMS Coordinator.

PAY RANGE: Off-scale subject to negotiation.

WORKING HOURS: Monday-Wednesday 8AM-5PM; Thursday 8AM-7PM Friday 8AM-3PM.

LUNCH HOURS: Normally 12 noon – 1 pm; flexible

POSITION GOAL: To serve as Medical Director and physician staff for the Alamo Navajo Health Center. Incumbent is responsible for the medical administration of the clinical program, its quality, and is required to perform direct patient care and the practice of medicine involving diagnostic, preventive, and therapeutic services to patients.

DUTIES & RESPOSIBILITIES:

1. Performs direct patient care by providing diagnostic, preventive, and therapeutic services to ANHC patients in accordance with accepted standards of care and best practice methodologies, and makes referrals to higher levels of care appropriately.
2. Oversees the medical administration of the clinical program, including patient care, specialty clinics, EMS, Lab, Medical Records, Pharmacy, and Diabetes Care and the quality of medical care rendered.
3. Directs and oversees the full medical administration of the health center EMS program and the provision of emergency medical care, in accordance with The New Mexico EMS Bureau requirements, including supervision of all subordinate staff in the areas of work planning, organizing, direction, and assessment, initiation and implementation of quality improvement initiatives, obtaining consultation for cases presenting difficulty in diagnosis or treatment.
4. Participates as a leader in the formulation of policies, procedures, and programs related to the provision of clinical services, program development, implementation, and improvement.
5. Initiates ideas for the formulation, implementation, and evaluation of clinical programs to meet AAAHC accreditation requirements and health center objectives.
6. Serves as an active leader and the chairperson for the Patient Care Committee and an active member of the Executive Committee.
7. Establishes and approves work schedules and determines individual or group work assignments for licensed independent providers and those under supervision.
8. Conducts meetings and conferences with the medical staff to explain work requirements, methods, and procedures as needed; provides information on the conduct of all medical activities and ensures that permanent and temporary medical providers and support staff are oriented to their clinical assignments.
9. Reviews performance of the medical staff, ancillary staff, and those under supervision.
10. Conducts reviews of the medical/technical design and medical equipment of proposed new health care facilities or existing facilities and makes appropriate recommendations as needed.
11. Provides supervision to subordinate staff to include work planning, organizing, direction, and assessment; reviews, approves, or recommends approval of leave, work hours, training, vacation schedules for subordinate staff.
12. Reviews tort claims when required.
13. Seeks continuing education for professional development by reading current medical journals and literature, and attending seminars and training relevant to the practice of medicine at the ANHC.
14. Performs assigned duties with the primary intent and purpose of carrying out the commitments of ANSB, Inc., to the fund agency which supports this position, as expressed in the goals, objectives, and descriptions of methods and activities incorporated in funding documents of the

organization and the goals, objectives, and requirements expressed in ANSB, and ANHC policies and procedures.

15. Participates in the NM Medicaid Program and Medicare (PECOS) for the purpose of billing.
16. Prepares Death Certificate for the State of New Mexico for ANSB patients as needed.
17. Performs other duties related to position not listed herein, as may be assigned by the immediate supervisor.

SPECIAL CONDITIONS:

1. This position requires that the selected individual apply for, obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including termination of employment.
2. This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.
3. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
4. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless he Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the Provision of services to non-IHS beneficiaries.
5. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this position description, the employment contract and the Board's Indian Self-Determination Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

Board Approval: 3/23/2017

CERTIFICATION: "I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate."

Employee

Date

Supervisor

Date