



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 273-4564

Opens: 11/16/2020

Closes: Until Filled

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: FAMILY PRACTICE PHYSICIAN

RESPONSIBLE TO: Lead Primary Care Provider

SALARY: GS-21 \$195,091-\$252,151 Full Benefits
GS-22 \$219,024-\$288,009 Full Benefits
GS-23 Only for Employees with 10+ Years of Service
Rendered with the Klamath Tribes.

CLASSIFICATION: Professional/Management, Regular, Full-Time

LOCATION: Klamath Tribal Health & Family Services
Wellness Center, Chiloquin, OR

BACKGROUND: P.L. 101-630 Level

POSITION OBJECTIVES

The Family Practice Physician is responsible for providing health care services to the Native American population residing in the service area of the Klamath Tribes. These duties include serving as a direct provider of health care services providing quality, compassionate and culturally sensitive care for medical patients of Klamath Tribal Health & Family Services according to national medical standards of care.

The Family Practice Physician works collaboratively with the Lead Primary Care Provider to provide a wide range of primary care services, which encompasses health promotion, injury and illness prevention, diagnosis, treatment and monitoring of commonly encountered health problems and injuries, monitoring of stable chronic health

problems, and community development and advocacy. Performs testing, referrals as needed, writes prescriptions, and performs office procedures within the scope of expertise, protocols, and available equipment. These services are provided within a holistic, patient care-centered framework to patients of all ages. Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide quality, compassionate, and culturally sensitive health care services to qualified Native Americans in the Klamath Tribes' service area.
2. Deliver and direct patient care within the scope of privileges approved by the KTHFS; including examination, diagnosis and treatment of both chronic and acute episodic illness and minor injuries; prescribe appropriate medication as needed, and perform office procedures within the scope of expertise, protocols and available equipment.
3. Review medical history of each referred patient. Obtain complete and accurate information to determine an appropriate care plan.
4. Counsel and instruct patients on health care needs and goals to facilitate the patients capacity for self-care and a move toward a healthcare partnership between the Integrated Care Team, patient, and their family; record patient progress.
5. Evaluate suicidal individuals or individuals in crisis and manage their safe disposition.
6. Work in coordination with the Integrated Care Team and other health care providers to develop and deliver patient care plans to all patients.
7. Administer or order diagnostic procedures, such as x-rays, electrocardiograms, and blood work; interpret test results.
8. Lead the Integrated Care Team members to provide optimal services for patients.
9. Meet productivity and clinical best practice standards.
10. Proactively work with other health care professionals within and outside the medical department for coordination of care, including but not limited to nursing staff, community health, dietary and nutritional services, dental clinic, behavioral health, counselors, pharmacy and in-house and external specialists. Assist health care providers by answering questions regarding patient care.

11. Make appropriate and timely referrals to specialty care. Submit referral request and work with RN Case Managers on referrals that require prior authorization.
12. Follow up with patients on test results and referral recommendations.
13. Respond to requests for medication refills in a timely manner.
14. Adhere to KTHFS clinical documentation and medical records guidelines. Complete all documentation within the establish timeline.
15. Ensure that verbal and written instructions are clear and concise. Utilizes the electronic health record in order to obtain patient information, place orders and to task RN Case Manager and Medical Assistant.
16. Provide and receive feedback on quality of care being delivered to ensure accreditation, best practice, and other regulatory standards are met.
17. Take responsibility for all work activities and personal actions by following through on commitments.
18. Be available for after-hours consultation when needed.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Lead Primary Care Provider. This position requires consistent, sound judgment and the ability to work independently with minimal supervision. The Family Practice Physician performs duties following established medical and Tribal protocols. The incumbent works independently and exercises judgment based on training, protocol and licensing limitations.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of medical clinic policies, protocol and health care provider operating techniques.

Ability to identify medical priorities for patient care and telephone triage.

Knowledge of symptoms and normal course of acute and chronic illnesses, and their treatment.

Knowledge of procedures, techniques and tests for conducting comprehensive physical examinations.

Knowledge of medications commonly used for a wide variety of medical conditions, and their effects, reactions and contraindications; proper handling and administration of medications.

Knowledge of techniques and interpretations of standard laboratory tests, x-rays, and basic diagnostic procedures.

Knowledge of immunization recommendation and protocols and the ability prepare and administer medication and immunizations.

Knowledge of normal and abnormal family dynamics; differing cultural, religious, social, and economic factors affecting community medical care patients.

Knowledge of Family Planning methods, medical, and health care for pregnant women.

Knowledge of causes, control, detection, prevention, and treatment of common communicable diseases, including sexually transmitted diseases.

Knowledge of normal growth and development, and common illnesses of infants and children.

Knowledge of substance abuse symptoms mental, emotional illness symptoms, and intervention techniques.

Knowledge of symptoms, prevention, reporting requirements, and treatment of child and adult abuse and neglect.

Knowledge of community resources for medical care, mental health care and social services.

Ability to effectively communicate with Native American patients from various social, cultural, and economic and educational backgrounds.

Ability to work cooperatively with other medical care providers and effectively deal with the public, co-workers and program managers, which includes communicating effectively both verbally and in written form.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a current State License as a Medical Doctor. *(For out of state applicants; Oregon Licensure required within 90 days of hire. Must submit copy of Licensure with application.)*
- **REQUIRED** to possess a current DEA registration. Must transfer registration to current facility upon hire. *(Must submit copy of registration with application.)*
- **REQUIRED** to be residency trained, board certified or have at least three (3) years primary practice experience in a family practice or similar primary care clinic setting.
- **REQUIRED** to acquire and maintain ACLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- Five (5) years' physician practice experience (beyond residency training, board certification, or equivalent experience) working in a clinic setting is preferred.
- Flexible work schedule with possible nights, weekends, or on-call coverage is strongly preferred.
- Positive working experience with Native Americans in a related field will be given preference.

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit an INDIAN HEALTH SERVICE ***Application for Medical Staff Appointment and/or Privileges with*** all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.