

POSITION DESCRIPTION

POSITION: Physician
LOCATION: S/M Health and Wellness
SALARY: Negotiable with Contract Exempt
Reports to: Medical Director and Director of Health Center

POSTING DATE: 11/7/19
CLOSING DATE: Open until Filled
PAYGRADE:
Department:

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: Responsible for the diagnosis, care, and treatment of patients in ambulatory care. Provides medical input into policies, protocols, and procedures of the clinic. Acts as a Medical Advisor to EMS, AODA, Mental Health, Community Health, Prevention Programs, Home Health, CHR, Ella Besaw Center, Etc.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:

1. The Physician may provide medical supervision of the Nurse Practitioner as needed.
2. Provides direct patient medical care.
3. Prescribes appropriate medication.
4. Prescribes medically orientated treatment regimens.
5. Review patient charts to assure conformance with patient protocols.
6. Provides medical education and updating of staff.
7. Provides medical input into clinic policies, procedures, and protocols.
8. Provide input into medication and medical supplies.
9. Administers or prescribes treatment and drugs.
10. Advises patients concerning diet, hygiene, and methods for prevention of disease.
11. Completes dictation into patients charts using available Electronic Health Records preferable same day or max within 48 hours.
12. Assures that prenatal and postnatal care is provided to mother and infant.
13. Refers patients to medical specialist or other practitioner for specialized treatment.
14. Conducts physical examinations.
15. Acute and chronic disease management of patient population.
16. Medical advisor and support for the EMS program, Mental Health, AODA Program, Community Health, Prevention programs, Home Health activities of CHN, Home Health, CHR's, and Ella Besaw Center (CBRF's).
17. Active member of Quality Assurance Committee, Clinical Services Committee, Managed Care Committee, Medical Records Committee, Director meetings, etc. as assigned.
18. Establish, review, and maintain medical standards with the aim of assuring the quality of medical care provided to clinic patients.
19. Works closely with Medical Coders and provides and completes CPT, or Diagnosis codes, or HICPCS Codes for patient billing purposes.

20. This shall include reviewing professional credentials and delineating the roles and responsibilities of the medical staff. These shall be reviewed every two years in conjunction with annual staff evaluation and annual clinic patients.
21. Assist with review of medical protocols.
22. Participate in a peer review system which includes:
 - A) Problem identification by monitoring discussions at provider meetings.
 - B) Patient care protocols reviews.
 - C) Quarterly medical charts audits-policy, goals, and implementation.
 - D) Continuing medical education (CME) policy and goals.
23. Must maintain an acceptable departmental attendance record.
24. Must be reliable and prompt when reporting to work.
25. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
26. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
27. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
28. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Current license to practice as a physician, and a Wisconsin State License within 6 months.
2. Current CPR Certification required.
3. Be able to receive and obtain hospital privileges.
4. Be able to obtain board certification in their medical specialty within first year of employment.
5. Maintain and document a minimum of 30 C.E.U's per year.
6. Ability to work under pressure maintains personal composure, evaluate situations and act/react appropriately, and use tact in dealing with visitors, patients, and difficult situations.
7. Ability to identify and maintain confidential material.
8. Substantial interpersonal skills necessary to instruct patients and their families and to collaborate with health team members.
9. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
10. Must be willing to attend all applicable training.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Must be able to meet physical requirements of position.
15. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.

3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position:
1-2-19

Tribal Council Approved:
Exec Dir of HR Approved:9-22-15