



Cow Creek Government Office

Position Description

Position Title: Medical Director

Department: CCH&WC

Reports To: Clinic Director

FLSA Designation: Exempt

POSITION PURPOSE:

Under the Direct Supervision of the Acting Clinic Director with the assistance of the Chief Health Officer. The Medical Director is a physician qualified by virtue of training and experience in the practice of medicine or osteopathy, is licensed as a Doctor of Medicine or osteopathy, and is Board Certified in Family Practice. The Medical Director, leads by example, all medical staff as a member of the leadership team and assures all medical staff are following the CCH&WC Mission, Core Values and all policies and standard operating procedures to assure the highest quality patient care.

ESSENTIAL FUNCTIONS:

- The Medical Director will abide by policies and standard operating procedures of the CCH&WC; and in direct compliance with all state, federal, local and AAAHC rules, regulations, and standards.
- The Medical Director provides primary medical care to patients of the CCH&WC in both Roseburg and Canyonville, Oregon, if applicable.
- Responsible for the medical practice oversight of primary care and CLIA waiver laboratory.
- CCH&WC documentation of services provided in provider practice, as appropriate; and to meet performance plan metrics.
- Facilitate coordination and continuity of services to patients.
- Provide leadership and guidance to FNP, PA-C, RN, and other clinic staff to assure quality practices by complying with clinic policies, protocols, and workflows.
- Support the organization with project development and implementing change; and to provide annual evaluations for providers and Nursing Manager.
- Provide oversight for staff development in alignment with accreditation, federal, state, and Tribal policies and regulations.
- Development business strategies to enhance, expand and continuously improve health care delivery and to increase revenues and/or contain costs.
- Work directly with Clinic Director and Chief Health Officer Assistant by providing medical perspective in for occurrences, incident reviews, patient complaints, and peer reviews.
- Consult with contract health service in matters of case management; participate in Resource Management Committee meetings as primary team member.
- Monitor pharmacy services related to patient care.
- Participating member of the monthly Quality Improvement Committee, quarterly Peer Review, and other administrative groups as needed.

- Maintain professional credentials by keeping all required licenses current.
- Participate in all staff, team and administrative meetings.
- Foster an environment that promotes trust and cooperation among all staff and team members.
- Comply with and enforce clinic policies and procedures to ensure that the Tribe's high standard of business is upheld.
- Maintain confidentiality of all patients and employee information.
- Other duties as assigned.
- The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

QUALIFICATIONS:

- Degree from a nationally accredited school.
- Interest or experience in working with Native American/Alaskan Native populations.
- Minimum of two years' experience in an ambulatory care setting.
- Current, full and unrestricted Oregon Medical License or the ability to obtain an Oregon Medical License within 90 days of employment.
- ACLS certification required or ability to obtain within 90 days of employment
- Ability to work with a wide variety of people and personalities.
- Proven effective interpersonal communication skills with strong motivational interviewing skills
- Willingness to learn and apply processes and to work in a team environment.