

CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH DEPARTMENT
PHYSICIAN CLINICAL DIRECTOR

DESCRIPTION OF WORK

General Statement of Duties: The Clinical Director shall have overall responsibility for direct patient care including the management of medical-related activities such as quality assurance and quality improvement, clinical resource management, physician and mid-level practitioner supervision and clinical administration. The Clinical Director shall also serve in a patient care capacity a minimum of 50% of their time. To ensure coverage of clinics, the Clinical Director may be required to work more than 50% of their time in direct patient care. The Clinical Director advises the Chief Executive Officer (CEO) on all things related to the clinical area, provides comprehensive administrative management and compiles reports to submit to the CEO. This position requires a high degree of independence. Responsible for the day to day operations of the field clinics.

Supervision Received: The Clinical Director works under the general administrative supervision of the CEO.

Supervision Exercised: The Clinical Director oversees all clinical personnel of the Tribal Health Department including its grant programs. Will provide preceptorship and serves as lead worker of medical and support personnel. Administrative supervision to the providers of Field Health, Diabetes Program, Dental Clinical Director, and Behavioral Health Clinical Director and other administrative clinical positions as they are created or as assigned.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Administrative management responsibilities for all medical programs. Assumes responsibility for assigning provider workload, positions management, career development plans, performance appraisals, awards, disciplinary actions; and, adhering to the essential functions stated in this Position Description and other performance standards based on established policies. Participating member of Committees as assigned and head of Medical Staff and Privileging/Credentialing Committee. Responsible for development and presentation of department reports. Attends regularly scheduled local, state, and national meetings via web or in person – whichever is deemed in the best interest of the Health Department, its goals, objectives and financial interests.

Collaborates with medical and community health staff to establish, implement, evaluate and develop departmental programs, goals, policies and procedures. Implements quality assurance/performance improvement programs and performs routine audits of provider work to ensure efficient, quality driven, evidence-based practices are being followed for our relatives and to protect the integrity of the health programs. Prepares reports to reflect these efforts.

Assists departmental directors to develop and implement disease management programs to address high risk populations. Participates in community activities and community health planning as necessary. Oversees case management of the Field Health immunizations. Serves as the lead for the Tribal Health Infection Control Program. Enforces and adheres to current evidence-based infection control procedures, standards and practices. Serves as champion for and complies with safety protocol and policy.

Responsible for developing, presenting, and justifying program budget requests. Monitors budget and funding provided for department operations. Oversees compliance with federal regulations and Contract/grant program guidelines.

Leads efforts in recruitment and selection of participating health care professionals and other relevant ancillary staff. Assures that adequate staff and resources are contracted for the provision of medical, dental and behavioral health services.

Works cooperatively with other departments of the Cheyenne River Sioux Tribe (CRST). Works with Indian Health Services, local, state and Public Health Service agencies.

Meets regularly with Clinical and Behavioral Health Staff, Health Board, Medical Trustees, General Manager, Tribal Council and the Community to develop and implement department programs, evaluate program outcomes, modify existing practices as necessary and develop new policy/procedure as relevant to advancing and maintaining quality patient care.

Examines patients to determine nature of illness/problem; develops appropriate plan of care for patient; orders and evaluates medical tests; orders and prescribes medicines and treatments appropriate to the situation; assesses treatment results and determines success of treatment; monitors patient progress; consults with other health care professionals; responds to requests from families to provide information and assistance; provides medical and treatment education and information. Completes forms and maintains patient records using programs provided.

The Clinical Director shall generate and maintain proper medical record information on beneficiaries to whom treatment is provided in accordance with IHS regulations. He/she shall prepare all medical record documentation to meet or exceed the established standards to meet CMS billing requirements to include but not limited to timeliness, legibility, accuracy, content, and signature. All medical information generated by the Clinical Director will remain the property of and subject to the exclusive control of the Indian Health Service (IHS) and the CRST Tribal Health Department.

Clinical Director shall become familiar with and be guided by the IHS formulary. He/she shall follow the IHS procedures when prescribing medications. Prescribes according to availability of medications listed in the IHS Drug Formulary. IHS pharmacy services will provide instructions to the prescribing practitioner as to substitutions of generic

medications. Medications not on the formulary must be approved by the Cheyenne River Health Center (CRHC) Pharmacy and Therapeutic committee.

Treatment of patients shall be performed at the tribal facilities except in certain instances when patients are referred to IHS facilities for performance of special diagnostic procedures or definitive care not offered at the tribal facility and shall follow IHS regulations and policies on patient referrals.

Maintains knowledge and proficiency in medical practices through continuing education, staff meetings, and workshops.

The scope of work as listed in the PL 93-638 Master Health Contract and generally accepted local standards of care. The standards of medical practice and duties of this position shall be determined pursuant to the standards/policy of the HIS CRHC, the regulations of the clinic, applicable provisions of law, other rules and regulations of any governmental authorities relating to applicable professional licensure held, and the standards and recommendations of the Center for Medicaid and Medicare Services (CMS) requirements for ongoing monitoring and evaluation of the quality and appropriateness of care.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily and must meet the education, experience and special requirements to meet minimum qualifications.

Required Knowledge, Skills, and Abilities:

Clinical Director shall have no work or health restrictions which will interfere with the performance of their assigned duties. The Clinical Director will possess sufficient initiative, interpersonal relationship skill, social and cultural sensitivity shall that he/she can relate constructively to patients from the Native American community. The Clinical Director will maintain standards compatible with the expectations of the clinical staff and the Native American Community.

Professional knowledge of the principles, concepts, procedures, and practices of clinical services and of the consultation process of practice in delivering medical services in primary health care. Ability to diagnose and perform therapeutic tasks; to recognize the needs and concerns of the people; to maintain constructive relationships; and to communicate both orally and in writing. Knowledge of applying quality assurance principles, legal aspects, and standards governing clinical staff they will be overseeing. Incumbent must be familiar with regulations and standards of various regulatory and credentialing group and ability to reconcile contradictory requirements

Education:. Doctor of Medicine, Doctor of Osteopathic Medicine or equivalent from an accredited school in the United States or its Territories. Specialization in Family Medicine or Internal Medicine preferred.

Special Requirements: Must have a current license to practice as a MD or DO and a current, unrestricted DEA license in the United States or its Territories. Must be American Heart Association ACLS, PALS and BLS certified. Ability to meet the physical demands of walking, standing, some lifting during the performance of normal duties

Experience: Minimum of five (5) years of Clinical service and three (3) years of staff supervision. Will be required to obtain an NPI (National Provider Identification). Demonstrated ability to plan, organize, and carry out patient care activities in a clinical setting. Excellent leadership and management skills, including demonstrated ability to select, train, develop, mentor, and motivate staff. Demonstrated ability to work concurrently on multiple projects and manage competing priorities. Able to work effectively with individuals and/or families to assist them in reaching satisfactory solution(s) to health issues. Ability to analyze situations accurately and take effective action. Confirmed ability to communicate effectively both verbally, and in writing to various individuals, cultures, and groups.

Medical services shall not be performed until professional staff membership and clinical privileges have been granted in writing by the Indian Health Service credentialing policy. As a prerequisite to performance, nurse practitioner performing services must be privileged in accordance with Indian Health Service/Great Plains Area credential policy. Compliance with IHS privileging requirements is essential in his/her performance of tribal duties. The Governing body will not grant privileges until it is determined that credentialing information has been verified.

Exception to the IHS/CRST credential review and clinical privileges process will not be considered. Any medical provider who fails to maintain clinical privileges will not be permitted to perform services under the Master Health Contract provisions.

Confidentiality: The Clinical Director must adhere to all State and Federal Confidentiality/Privacy Act Rules and Regulations. Confidentiality is very important when working with health matters. It is expected that all matters pertaining to individual problems will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Must have a valid and unrestricted Driver's License and be insurable under the Tribal vehicle liability policy.

Must adhere to Tribal and Federal responsibilities pertaining to, but not limited to, security practices.

Must adhere to the CRST Policy and Personnel Manual.

Employees of the Cheyenne River Sioux Tribe are expected to conduct themselves in a manner which will bring credit to the organization and are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be required to work per your supervisor's discretion.

THIS POSITION IS STRICTLY PROHIBITED FROM PARTICIPATING IN POLITICAL ACTIVITY.