

JOB DESCRIPTION

Position: CLINICAL DIRECTOR
Program: Medical
Division: Tribal Health
Supervisor: Tribal Health Administrator
Salary: 215,966.40- 244,046.40
Line Item: 3000-9009-6000
Classification: Exempt

POSITION SUMMARY:

This position serves as the Clinical Director (CD) for the Owyhee Community Health Facility (OCHF). 70% of the Clinical Director's duties will be for the planning, development, implementation, administration, evaluation and improvement of clinical services. 30% of the CD duties will be as a Provider in the OCHF. The Clinical Director is directly responsible to the Tribal Health Administrator and will be actively involved in leadership activities.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Works with OCHF leadership and other key staff positions in the planning, implementation, evaluation and improvement of all aspects of health care. Incumbent will also be a member of the Governing Health Board.
2. Participates, with the Nurse Administrator (NA) and other staff as needed, in the formulation of direct patient care scope of practice/care, direction, policies, procedures, communication, evaluation and quality management/assurance. Takes the lead in the initiative, planning, development and scheduling of patient care services and contracts.
3. Assures that direct patient care activities follow all applicable national standards of care, federal and state regulations, accreditation standards and organization/tribal/OCHF policies. Incumbent works with appropriate quality assurance personnel for policies, plans and teams to ensure this compliance.
4. Has supervisory authority and responsibility for the direction, planning, implementation, evaluation and improvement of all patient care supervisors, managers, and services. This includes staffing patterns, personnel, evaluation, budgets, trainings, work schedules, etc.
5. Advises the Tribal Health Administrator, Medical Staff, and other key individuals on requirements or problems affecting various departments and related activities and recommends corrective action as appropriate.

6. Conducts patient care meetings with medical and subordinate staff to ensure that all patient care staff are updated and clear on the OCHF's strategic plans, scope of services, standards and provide any information pertaining on patient care challenges, concerns, issues, assignments, resolutions, etc. Incumbent will also conduct and facilitate patient care meetings to meet medical accreditation standards such as medical staff, peer review, case management, performance improvement, etc.
7. Ensures that all medical staff meet all required medical and clinical requirements such as credentialing, privileging, peer reviews, performance improvement, licensures, EHR documentation, policy/accreditation compliance, meetings, etc.
8. Incumbent will attend, participate and contribute in all required and appropriate organization leadership committees and meetings as outlined in organization policies. Incumbent will also attend any community meetings or gatherings for the purposes of promoting the health care organization, prevention and education. May also be required to attend administrative planning meetings locally, state and/or nationally.
9. Provides approximately 30% direct patient care activities on a scheduled basis and will provide patient care coverage on an as needed basis and as deemed necessary. 70% of duties will consist of leadership and patient care administration and management.
10. Incumbent may also be assigned other special patient care duties and projects applicable to the job description.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Medical Degree or Degree in Osteopathy and a current license to practice as a M.D. or D.O.
- B. Current unrestricted licensure, registration, or certification granted by an authority in one of the 50 states, District of Columbia, the Commonwealth of Puerto Rico, the Territory of the Virgin Islands, the Commonwealth of the Northern Marianas Islands, the Territory of Guam, or the Trust Territory of the Pacific Islands, is mandatory.
- C. DEA license in the State of Nevada.
- D. Board Certification upon hire -Or- completion of an approved 3-4-year residency or other accredited training leading to Board Eligibility and Board Certification within One year of hire.
- E. Three years of Clinical direction, management and supervision.
- F. NPI (National Provider Identification).

SUPERVISORY CONTROLS:

Works under the direction of the Tribal Health Administrator who provides general professional and administrative guidelines, instruction and supervision. Incumbent works with considerable independence during the course of patient care. Work performance is reviewed for conformance to federal, state and local policies, procedures and practices relating to the delivery of health care.

GUIDELINES:

Owyhee Community Health Facility policy and procedures; Shoshone-Paiute Tribes policies and procedures, national medical and clinical guidelines, state licensure; accreditation standards and possibly other federal and state codes and regulations.

CONDITIONS OF EMPLOYMENT:

Permission for the OCHF to perform a Medical Query for review prior to hire.

Please provide any unfavorable information, responses and outcome against you from the National Practitioner Data Bank.

OTHER SIGNIFICANT FACTORS:

Leadership and management skills, including demonstrated ability to select, train, develop, mentor, and motivate staff.

Ability to work concurrently on multiple projects and manage competing priorities.

Work effectively with individuals and/or families to assist them in reaching satisfactory solution(s) to health issues.

Analyze situations accurately and take effective action.

Communicate effectively both verbally, and in writing to various individuals, cultures, and groups.

Knowledgeable of medical by-laws and rules and regulations and comply with all requirements for appointment to and maintaining status as an active member of the medical staff.

Performs medically related or patient care assignments that fall outside the designated area of specialization or experience.

Knowledge of a variety of clinical services and programs, functions, and activities of health care.

Able to serve as the resources person in clinical matters for the facility by applying a thorough knowledge of laws; HHS and HIS, and tribal policies, rules, regulations, procedures and standards. Areas and local policies and procedures, area and local clinical practices, program

proposes and intent, etc., and how they relate to patient care function and overall health delivery objectives.

Familiar with regulations and standards of various regulatory and credentialing group and ability to reconcile contradictory requirements.

Recognize the different functions and motivations of various personal and community groups in health care delivery systems and ability to communicate effectively with each in order to gather information, presents recommendations and coordinates services.

Understand the importance and application of the Privacy act and HIPAA.