



## **JOB DESCRIPTION**

**JOB TITLE:** Clinic Physician  
**REPORTS TO:** Medical Director  
**DEPARTMENT:** Medical  
**LOCATION:** Rolling Hills Clinic  
706 Peach Street, Corning, CA 96021  
2540 Sister Mary Columba Drive, Red Bluff, CA 96080  
**STATUS:** Full-Time, 40 hours per week, 100% FTE, Exempt

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*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with **the Band's Preference Policy, Chapter 1-715** of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

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### **POSITION SUMMARY**

Under the general supervision of the Medical Director, the Board Certified Physician is responsible for providing high-quality primary care services by diagnosing patient conditions using but not limited to, analyzing reports, test results, medical records, immediate-family histories and including examinations to diagnose condition of patients and propose treatment options.

The Clinic Physician's role will be responsible for assessing and diagnosing patients in any of our clinic locations while providing healthcare services that meet state and national Standards of Care. The Clinic Physician will be responsible for prescribing patients with appropriate medications, health regimens and lifestyle adjustments that will contribute to their recovery from diagnosed health issues in an effort to prevent future health issues and/or promote a healthier life. The right candidate will enjoy working closely with other healthcare professionals and consistently respect the philosophy of Rolling Hills Clinic's (RHC). The Clinic Physician will also assist the Medical Director as a preceptor and professional supervisor to the mid-level providers.

### **DUTIES & RESPONSIBILITIES:**

1. Work with our primary healthcare team to provide a cohesive and proactive environment in effort to enhance patient care.
2. Prescribe pharmaceuticals and other medications and treatment regimens to treat identified and documented medical conditions.
3. Analyze reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options.
4. Order laboratory and radiology tests and refer to specialist when appropriate and in a timely manner.
5. Discuss potential side effects of medication/treatment with patient and ensure that all allergy information is up-to-date before prescribing medications and treatment.
6. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing.
7. Adhere to department policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards.

8. Maintain patient confidentiality and comply with all federal and state health information privacy laws.
9. Perform accurate, legible and timely chart documentation to include but not limited to Subjective, Objective, Assessment & Plan (SOAP) format; following RHC policies, federal and state Medicaid and Medicare guidelines in the Electronic Health Records System locking all charts within 72 hours of the visit. Use only standard approved abbreviations.
10. Assist in the development of Standards of Care for the medical department.
11. Serve as preceptor for Family Nurse Practitioner or Physician Assistant or other mid-level clinic providers, including consultations, case presentations, chart review, on-the-job training and peer review.
12. Obtains appropriate consultation when problems presented are outside the scope of practice or when unfamiliar with a particular aspect of patient care and utilize available current references and resources .
13. Participate in Quality Assurance (QA) and Continuous Quality Improvement (CQI) activities, including regularly scheduled meetings, clinical audits and peer review.
14. Advise the Medical Committee/ Facility Administration of any situations that may adversely impact the efficiency and effectiveness of the medical department.
15. Participate in the development of medical department policies and procedures in accordance with Tribal policies, accreditation requirements and professional standards.
16. Knowledge of principles and practices of medicine.
17. Knowledge of the rules, regulations and procedures of an Indian Health Clinic or willingness to learn.
18. Ability to establish and maintain effective working relationships with administrative, fellow peers, and other work related outside agencies.
19. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including patients and themselves by following required Federal/State/RHC protective protocols, policies and guidelines.
20. Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
21. Other duties as assigned by medical director.

## **SCOPE OF WORK**

1. Effectively supervise/oversee Nurse Practitioners, Physician assistants and Medical Assistants as necessary.
2. Be able to attend to no less than 12-16 patients per day.
3. To work cohesively as a health care medical team by assisting other providers in completing their responsibilities as necessary, i.e. covering vacations and seeing patients, processing refill requests, following-up on referrals, covering telephone encounters and document in-bubbles/inbox.
4. Display the highest level of professionalism, integrity and a strong work ethic, serving as a model for all clinic staff.
5. Maintain requirements of licensure, DEA certification and board certification. Fulfill and maintain requirements for credentialing, privileging internally and externally with payers and regulatory bodies.
6. Provide comprehensive, high quality medical services to patients, regardless of age, sex, gender identification, income, national origin or language.
7. Consider individuals' cultural, psychological, social and environmental factors in creating treatment/care plans.
8. Actively participate in meetings as assigned by medical director.
9. Participate in trainings of other medical personnel as requested.

## **MINIMUM QUALIFICATIONS**

1. Must hold MD, or DO degree from an accredited medical school.

2. Must hold a valid California State Physician and Surgeon License.
3. Must be Board Certified or Board eligible in Family Practice or Internal Medicine or other full scope Primary Care Specialty.
4. Current DEA license.
5. Current CPR, PALS, ACLS certification required.
6. Excellent communication and written skills. Must be detail oriented and be able to multi-task effectively.
7. Ability to work independently and as part of a multi-disciplinary team.
8. Ability to work well under pressure analyzes and evaluates individual member's needs, reach sound conclusions and make appropriate recommendations.
9. Must be detail oriented and be able to multi-task effectively.
10. Demonstrated experience in the delivery of primary care.
11. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
12. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

### **PREFERRED QUALIFICATIONS**

1. Three (3) years of experience working with a community clinic is highly desirable.
2. Established leadership skills.
3. Bilingual in Spanish.

### **IMPORTANT NOTES:**

#### **LOAN REPAYMENT PROGRAM**

Rolling Hills Clinics is a National Health Service Corp (NHSC) approved site where primary care physicians who are eligible for loan repayment funding can fulfill their service obligation. RHC is an Indian Health Program site for Indian Health Services (IHS) Loan Repayment Program.

#### **BACKGROUND CHECK REQUIREMENTS**

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

#### **VACCINATION REQUIREMENTS**

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

#### **COVID RAPID TEST REQUIREMENT**

To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, you will be required to obtain a COVID Rapid Test onsite prior to date of hire.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*