

**ALAMO NAVAJO SCHOOL BOARD, INC.**  
**POSITION DESCRIPTION**

<b>TITLE:</b> Family Practice Physician	<b>EMPLOYMENT TERM:</b> 12 Months Full-time
<b>DIVISION:</b> Health Services	<b>DEPARTMENT:</b> Primary Care
<b>EXEMPT/NON-EXEMPT:</b> Exempt	<b>FUNDING SOURCE:</b> IHS Contract

**QUALIFICATIONS:**

1. Medical Doctor or Doctor of Osteopathy degree and current Board certification in the USA in Family Practice.
2. Current medical licenses to practice in another state acceptable, New Mexico licensure preferred.
3. ACLS certification preferred.
4. Experience in Indian health care settings preferred.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native tribal membership, who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**SUPERVISED BY:** Medical Director

**SUPERVISES:** Clinic Nurse

**PAY RANGE:** Negotiable

**WORKING HOURS:** Normal clinic hours 8AM to 5PM, Monday through Wednesday; 8AM to 7PM Thursday; 8AM to 3PM Friday; 40 hours per week.

**LUNCH HOUR:** One hour, flexible

**POSITION GOAL:** To provide primary health care services to patients presenting at the Alamo Navajo Health Center (ANHC) to mentor local staff involved with primary care in order to improve their skills.

**DUTIES AND RESPONSIBILITIES:**

1. Takes medical histories, gathering subjective and objective medical data, and performs physical examinations on patients in order to diagnose and treat per current and appropriate standards of care.
2. Orders routine medical tests and interprets results; secures advice from supervising Physician, or by phone consult with outside physicians, as necessary, in making medical judgements and formulating patient treatment plans; prescribes and dispenses medications as necessary and appropriate; makes referral or follow-up appointments for patients as indicated.

3. Completes a Patient Care Component (PCC) form on each patient seen for entry into the Resource Patient Management System (RPMS); documents assessment, treatment plan, medications prescribed, instructions given to patients, referrals, etc., in the patient's medical chart; updates patients problem list on the PCC as indicated and orders/coordinates any outstanding examinations, tests, immunizations needed based on a review of the RPMS generated Patient Summary sheet.
4. Provides emergency medical care as needed within skill level and training; arranges emergent transport with EMS as indicated.
5. Complies with established medical protocols, accepted standards of care, confidentiality and privacy laws, and policies and procedures of the ANHC and the ANSB, Inc., in performing duties.
6. Coordinates leave and continuing education requests with supervisor and the other medical providers well in advance to ensure adequate coverage of clinic service hours.
7. Participates in Diabetes Team, Pharmacy and Therapeutics, quality assurance, planning, and other types of meetings or activities designed to review, improve, enhance or expand services.
8. Maintains appropriate and healthy working relationships with staff, patients, and community members.
9. Seeks and/or maintains licensure in the State of New Mexico by attending approved continuing education activities; also seeks and/or maintains DEA licensure.
10. Performs other duties as assigned.

**SPECIAL CONDITIONS:**

1. This is a child sensitive position subject by law to fingerprinting and a criminal/character background investigation.
2. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
3. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the Provision of services to non-IHS beneficiaries.
4. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this Employment contract and the Board's Indian Self-Determination Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

