



Job Title: Medical Director
Department: Medical
Reports to: Chief Executive Officer
FLSA Status: Exempt
Salary Grade: \$177,174.40 – \$283,483.20
Location: Coos Bay/North Bend/Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the administrative supervision of the Chief Executive 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, Internal Medicine, Pediatrics, or other specialty practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Medical Director provides primary medical care to patients of the Ko-Kwel Wellness Center in Coos Bay, Oregon and/or Eugene, Oregon at least 50% of the time.
2. Provide administrative oversight and support for the medical functions of the Health and Wellness Division (HWD), including the oversight of services funded by multiple federal programs to ensure compliance with federal funding regulations, as applicable.
3. The Medical Director will abide by laws and regulations of the Coquille Indian Tribe and by the policies and procedures of Ko-Kwel Wellness Center; and in direct compliance with all state, federal, local and AAAHC rules, regulations, and standards.
4. Provide administrative leadership for the medical components of HWD AAAHC (Accreditation Association for Ambulatory Health Care) to ensure the delivery of services that align with AAAHC standards.
5. 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.
6. Oversee the development of Policies and Procedures that support KWC's Mission.
7. Work directly with the QI Coordinator to provide medical perspective for incident reviews, patient complaints, and peer reviews.
8. Participate in monthly Quality Improvement Committee, quarterly Peer Review, and other administrative groups as needed.
9. Implement KWC's goals and objectives for medical operations ensuring cost-effective and efficient solutions. Be a primary driver in creating and enforcing clinical practice guidelines. Ensure that all healthcare regulations and safety standards are met.
10. Participate in annual planning, including budget planning and recommendations pertinent to medical activities, plans and projections for staff support.

11. Work closely with the executive management team to implement strategies that enhance patient care, improve the Health and Wellness Division service line, and maximize revenues.
12. Annually define and track medical provider productivity and provide coaching as needed to ensure targets are met.
13. In collaboration with the Quality Committee and KWC leadership develop quality metrics and benchmarks to evaluate clinical performance.
14. Provide high-level oversight of our Electronic Medical Record (EPIC).
15. Oversee KWC medical services including, primary care, the CLIA waived laboratory, with physical presence in multiple KWC locations.
16. Provide leadership and guidance to direct care staff to ensure quality practices and compliance with clinic policies, protocols, and workflows.
17. Provide annual performance evaluations for FNP, PA-C, and RN.
18. Collaborate with local and Tribal academic institutions to further the outreach of Tribal Health initiatives.
19. Understand, or willing to learn, integrated team-based models of care and provide leadership and support to KWC Medical providers through implementation
20. 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. This position may involve transporting Native Americans and Non-Native patients and clients in Tribal vehicles, employee-owned vehicles, and rental vehicles to and from a variety of KWC locations, functions, and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting, raising or lowering objects, climbing or balancing, stooping, kneeling, crouching, or crawling, and occasionally requires lifting up to 25 pounds. Work is generally performed in a medical clinic or office setting. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the skills of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Knowledge of regulations on the confidentiality of medical records (HIPAA).
5. Knowledge of medical terminology.

6. Recognize and acknowledge that they will have access to certain confidential information and that such information constitutes valuable, special, and unique property of the Coquille Indian Tribe. The Medical Director will not, during or after the term of employment, without the consent of the Tribe, disclose any such confidential information to any other person, firm, corporation, association, or other entity for any reason or purpose whatsoever except as may be ordered by a court or governmental agency or as may otherwise be required by law.
7. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

QUALIFICATIONS

1. Must be licensed as a Doctor of Medicine or Osteopathy without restriction or subject to any disciplinary or corrective action from the Oregon Medical Board or have the ability to become licensed within 120 days.
2. Experience in Public Health setting, preferably working as a clinician in Indian Health Service, Tribal Health Program or at a Federally Qualified Health Center.
3. Board Certified in Family Practice, Internal Medicine, Pediatrics, or other specialty practice.
4. Ability to provide oversight of CLIA waived laboratory.
5. Three (3) years of management and supervisory experience in a public health or medical outpatient setting is preferred.
6. Knowledge and experience with quality improvement and patient metrics are required.
7. Current and valid Oregon Driver's License in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
8. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
9. First Aid/CPR certification required or ability to obtain within 90 days of employment.