



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Physician
RESPONSIBLE TO: Chief Medical Officer
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

1. Provides compassionate services as necessary to fulfill professional and patient care obligations. Physician will perform duties as are usual and customary for primary care physicians in the community.
2. Utilize personal and team skills to care for and welcome patients, clients, guests and co-workers as stated in the mission of Elbowoods Memorial Health Center and manifests in all aspects of their role the core values as defined by EMHC.
 - Community – a coming together of people who commit themselves to a mission, caring for and challenging each other to use their personal gifts and skills to serve.
 - Respect – giving and showing reverence, esteem and consideration for self and others.
 - Stewardship- working together to care for all resources for the good of all people.
 - Healing presence – an atmosphere that affirms the whole person: body, mind and spirit.
 - Personal and Professional Growth – an ongoing commitment to expand knowledge and develop skills in order to enhance service, improve quality and reach one's fullest potential.
3. Demonstrate awareness and knowledge of EMHC wide and job specific safety practices, corporate compliance policies / regulations and confidentiality policies. Participates in all EMHC wide and job specific programs (including CPR) according to unit protocol, as evidenced by incident reports safety surveys, monitoring and inspection activities and supervisory observation.

- Follows both EMHC wide and job specific safety practices, compliance policies / regulations and confidentiality policies without and documented deficiencies;
 - Participates in all mandatory compliance and safety training.
 - Employee provides peer with constructive feedback regarding their safety practices as evidences by supervisory observation and employee self-evaluation with example.
4. Excellent patient satisfaction is demonstrated by Patient Satisfaction Survey results (Mandatory for all areas scored on patient opinion surveys)
 5. Avoids waste and inappropriate use of supplies, and performs duties with concern for the financial impact of the organization.
 6. Effectively participates (leads, facilitates, or demonstrates outcome resulting from work) on a minimum of 1 multi-disciplinary team, committee or project.
 7. Teaches self-care, self-treatment techniques, and appropriate usage and care of devices to patients effectively.
 8. Able to deliver primary healthcare for patients of all age groups.
 9. Complies with all applicable rules and regulations as set forth by contract.
 10. Performs patient care consistent with EMHC quality goal of meeting or exceeding the needs and expectations of those we serve.
 11. Prescribes medications as deemed appropriate.
 12. Performs duties as per scope of duties outlined in physician contract.
 13. Actively participates in quality assurance, quality improvement, and peer review processes.
 14. Develops and maintains contacts with others to effectively plan and coordinate interrelated activities.
 15. Maintains efficient work flow by making timely requests to others and responding quickly to requests.
 16. Offers helpful suggestions for organizational and departmental operations and seeks new and more efficient ways to handle routine activities.
 17. Maintains professional standards by maintaining confidentiality, participating in meetings, and attending CME annually.
 18. Demonstrates respect and understanding of confidentiality for patients, staff and others according to facility policy. Responsible for disclosure of health information as requested from various sources in accordance with the established HIPAA policies.
 19. Collaborates with other health care professionals as instructed.
 20. Adheres to Employment policy and procedures.
 21. Assists in grant continuation applications and other projects as indicated.
 22. Daily dictation completed in a timely manner.
 23. And other duties as assigned.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Completion of a medical accredited program from a state board of healing arts receiving a medical state license in the proper state needed **REQUIRED.** *Must submit copies with application.*
- License to practice medicine without restrictions within the State of North Dakota, **REQUIRED.**
- Inter-personal and communication skills needed to maintain and develop a rapport with physicians, patients, visitors, co-workers and others, **REQUIRED.**
- Computer knowledge and proficiency, **REQUIRED.**
- Possession of a current, valid State Driver's License, reliable transportation, and telephone, **REQUIRED.**
- Excellent verbal and written communication skills, **REQUIRED.**
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Frequent exposure to patients and employees (co-workers, providers and administration).
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common to a clinic environment.
- Primarily involves standing, walking, pushing and pulling, manual dexterity, auditory and visual acuity, **REQUIRED.**
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Work a hectic schedule and long hours.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.