



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 141-19

OPENING DATE: 09/10/2018

CLOSING DATE: OUF

POSITION: Physician

POSTED: IN & OUT

PAY GRADE: L4 (\$63.76/hr. to \$81.30/hr.)

FLSA STATUS: Exempt

DEPARTMENT: Health-Medical Clinic

REPORTS TO: Medical Director

JOB PURPOSE: Performs primary care for a panel of patients including the prevention, diagnosis, and treatment of health conditions. Refers urgent, acute, and chronic health conditions and problems in accordance with current guidelines, policies, procedures and protocols.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides primary medical care to patients based upon applicable practice standards and protocols.
- Exams, diagnoses and treats illnesses and conditions in infants, children, and adults.
- Prescribes medications and treatments as medically appropriate; administers medications and injections as required.
- Refers patients for further diagnosis and treatment, including specialty care, as indicated.
- Makes necessary arrangements for admission of patients to appropriate hospitals and other care facilities.
- Performs medical procedures as appropriate, based on privileges.
- Coordinates with other primary providers and specialists to assure quality and continuity of care.
- Responds to urgent and emergent situations and initiates care and emergency procedures as indicated.
- Conducts health examinations and evaluates fitness for work, school, and other activities.
- Administers immunizations as recommended by standards and protocols.
- Refers patients to community health programs and resources as appropriate.
- Documents patient encounters using correct medical codes.
- Assists with coordination of nursing care or other placement.
- Oversees the quality of care delivered and leads the development of standards and protocols.
- Participates in accreditation and other quality review and improvement activities.
- Provides daily supervision of assigned physician assistants, nurse practitioners, medical residents and medical students as needed; responds to questions; coaches, counsels and provides feedback.

- Assists with continuing education, training and development of other members of the health care team.
- Assists with individual and family patient education and counseling and review of related materials.
- Participates in community health outreach programs and health fairs.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- **Doctor of Medicine Degree (MD or DO).**
- New Mexico Medical License; Board certified or eligible in area of specialty..
- Federal and State DEA Certification.
- Five years progressive working experience as a physician preferred.
- CPR and AED Certified.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of legal and ethical standards for the delivery of medical care.
- Knowledge of community medical diagnostic and patient care services in area of medical expertise.
- Knowledge of related accreditation and certification requirements.
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Advanced working knowledge understanding of current principles, methods, and procedure for delivery of medical care within designated area of medical sub-specialty.
- Skill in making effective decisions in emergency situations.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to prescribe appropriate medical dosages, recognizes contraindications and side effects, and instructs patients in correct usage.
- Ability to supervise, advise and train clinical professionals, students and health team members.
- Ability to observe, assess and record symptoms, reactions and progress.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Stand or walk for up to 8 hours per day.
- Talk, hear, sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25lbs and frequently assisting patients to transfer and/or ambulate.

WORK ENVIRONMENT

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Weekend, evening, and holiday hours may be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.