



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Medical Director</b>	<b>Open Date:</b>	<b>September 26, 2019</b>
<b>SL Program:</b>	<b>Health Center</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective: This position is responsible for leadership and management of the Spirit Lake Health Center (SLHC) medical services. Develops, Implements, and evaluates the medical Practice delivery model in accordance with the goals of SLHC and assures delivery of quality services to the patients of SLHC. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values.**

### **Major Duties & Responsibilities**

- Provides leadership and management oversight of SLHC medical staff operations related to budget, purchasing, personnel, administration, and performance management, ensuring safe and efficient patient care.
- Hires, trains/precepts, assigns, schedules, directs, supervises, evaluates and disciplines assigned personnel. Arranges for contract staff as needed.
- Development of standards and qualifications for medical personnel; participates in the recruitment and selection process for medical providers.
- Responsible for the credentialing and privileging of the medical staff; serves as the chair of the Credentialing Committee.
- Performs clinical supervision of medical staff, including regular performance appraisals and feedback.
- Provides supervision of clinical scheduling, call and leave for medical staff.
- Provides supervision of continuing professional education, in-service training and orientation of new medical staff.
- Approves student affiliation agreements and student rotations; responsible for overall performance of clinical students in the health center.
- Ensures integration of medical services into SLHC's overall comprehensive services.
- Advises on purchase of medical equipment.
- Leads planning for the development of new clinical programs.
- Facilitates medical staff/provider meetings.
- Performs or delegates responsibility for quarterly medical record reviews for all medical staff focusing on quality of care and appropriate coding.
- Assists staff with treatment modalities pertinent to SLHC patient populations.
- Approval of medical practice procedures and policies.
- Oversee and maintain performance improvement processes.

- Reviews results of patient satisfaction survey and reviews patient complaints.
- Assists in promoting a medical staff environment in which the medical providers retain independent judgment and responsibility in the practice of medicine, subject to peer review by, and recommendations from SLHC's Medical Director.
- Provides an environment in which the medical providers follow and abide by the ethics of the medical profession, all applicable federal, state and local laws and ordinances, and any and all other policies adopted by SLHC.
- Provide patient care within scope of license as needed.
- Participate as a member of the SLHC executive leadership team; serves as a liaison between medical staff and administration.
- Maintains current knowledge of federal, state and local regulations affecting areas of responsibility. Understands and complies with infection control, safety and OSHA procedures and regulations.
- Maintain effective, collaborative interdepartmental and external relations.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

#### **Knowledge Required At A Level Appropriate For This Position**

- Knowledge of federal, state and local regulations affecting areas of responsibility.
- Knowledge of management principles and practices; budget preparation and accounting; and organizational human resource policy and practice.
- Knowledge and ability necessary to provide care appropriate to the age of patients served.
- Knowledge of the principle of growth and development over the life span.
- Knowledge of diagnostic, preventive, and therapeutic medical care.
- Knowledge of the scientific process including assessment, planning, implementation, and evaluation of complex and subtle patient needs and interventions.
- Knowledge of evidence-based practice, science of quality improvement, patient safety measures, and building patient-centered care systems.
- Knowledge of infection control standards and protocols.
- Knowledge of State of North Dakota Immunization Program policies and procedures.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in identifying factors that adversely impact health status and are not susceptible to treatment by accepted methods.
- Skilled in critical thinking, deductive reasoning and decision making.

- Skill in employee management and supervision.
- Skill in problem solving, mediating and resolving disputes.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in use of personal computer and a variety of job related software applications.

### **Supervisory Controls**

- The Chief Executive Officer assigns work in terms of goals, objectives, and available resources. Work is reviewed through conferences, reports, and observation of operations.

### **Guidelines**

- Guidelines include state and federal laws and regulations, SLHC policies and procedures, SLHC Medical Staff Bylaws, professional standards of medical practice, medical standing orders, and Centers or Medicare and Medicaid Services Conditions of Participation manual. These guidelines are not applicable to every situation encountered and require independent judgment, selection and interpretation in application.

### **Complexity/Scope of Work**

- This position consists of clinical and varied administrative, managerial and supervisory duties. The varied scope of responsibility and continuous changes healthcare and treatment options contributes to the complexity of the work.
- The purpose of this position is to deliver the highest quality medical care to SLHC patients. Successful performance helps ensure the overall effective and efficient provision of patient care resulting in improved patient outcomes.

### **Contacts**

- Contacts are typically with clinical providers, patients, department directors, employees, elected officials, vendors, and the general public. Contacts are typically to exchanging and provide factual medical information, provide patient care, resolve problems, and provide assistance.

### **Physical Demands/Work Environment**

- The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. The employee is frequently required to reach with hands and arms. The employee must regularly lift and /or move light objects, and occasional lift heavier objects.

### **Supervisory and Management Responsibility**

- Manages SLHC Medical Staff employees. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with applicable personnel system policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications, Experience and education required:**

- Must have a Doctor of Medicine or Doctor of Osteopathy degree from an accredited medical school.
- Must have a permanent, full, and unrestricted license to practice medicine in the State of North Dakota, or ability to obtain full or temporary license prior to start date. Full and unrestricted license must be obtained within one (1) year of hire.
- Must obtain and maintain medical staff clinical privileges, including any licensure requirements.
- Current BLS certification, ACLS certification, and PALS certification.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Role:</b>	Medical Director	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	SLHC, CEO
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	1		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		