

# Yerington Paiute Tribe VACANCY ANNOUNCEMENT

Position Classification and Description  
Tribal Council Approved: 12/13/2017

**ADVERTISE/LOCAL OPEN**



**POSITION:** Chief Medical Officer  
**SALARY:** Negotiable Depending on Experience  
**SUPERVISOR:** Clinic Director  
**CLOSING DATE:** OPEN UNTIL FILLED

**POSITION SUMMARY:** Oversee the medical provider component, assure medical quality of services provided, and provide professional medical screening, and evaluation, diagnosis, and treatment of health problems to Indian and non-Indian patients.

## **DUTIES:**

### **Program Planning, Implementation and Evaluation**

- Develop annual goals and objectives for Medical Staff.
- Set clear priorities and delegate responsibilities.
- Facilitate and oversee implementation.
- On-going troubleshooting and modifications.

### **Supervision of Medical Staff**

- Responsible for overseeing the professional conduct of all medical staff (includes consultants and volunteers).
- Development and implementation of center mid-level practitioner policy and goals as well as daily supervision and co-signing of charts.
- Participates in Contract Health Service policy development and assure implementation of medical priorities by the medical staff.

### **Medical Services**

- Maintain a current and active certification by the American Board of Family Practice as a Family Practitioner.
- Maintain a current and active license to practice medicine in a State in the United States in accordance with Public Health Services policy.
- Provide professional medical screening, evaluation, diagnosis and treatment of health problems to Indian and non-Indian patients.
- Consult with other medical staff and provide guidance and assistance in the realm of family medicine.
- Legibly document all patient visits as soon as possible or within 24 hours following that encounter. All entries in the patient medical records are to be handwritten in standard SOAP format or dictated as appropriate.
- Make determination of the patient's medical needs and refer when appropriate, coordinate referral service with other medical practitioners or medical facilities, with other staff, and with the patient and the patient's family.

## **Quality Assurance**

The duties of the Chief Medical Officer shall include the following. These may be carried out in conjunction with the Clinic Director, Office Manager, Quality Assurance Coordinator and/or the other professional staff, but are the responsibility of the Chief Medical Officer to oversee.

- Establish, review, and maintain medical standards with the aim of assuring the quality of medical care provided to the clinic patients.
- This shall include reviewing professional credentials and delineating the roles and responsibilities of the medical staff. These shall be reviewed annually in conjunction with annual staff evaluation and annual clinic goals assessments.
- Protocols used by the clinic shall be reviewed and approved by the Chief Medical Officer and/or designated medical providers committee as overseen by the Chief Medical Officer.
- The Chief Medical Officer shall oversee the implementation of a peer review system which includes:
  - ✓ Daily wrap-up sessions;
  - ✓ Problem identification by monitoring discussions at provider meetings;
  - ✓ Patient care protocols reviews;
  - ✓ Quarterly medical chart audits – policy, goals, and implementation;
  - ✓ Cost effectiveness policy and goals; and
  - ✓ Continuing medical education policy and goals

## **Internal Liaison/Coordination Activities**

Initiates and facilitates communication flow with external health related agencies/organization. Set goals of improving formal relationships with the more closely related groups (sample groupings).

- Executive Committees
- Administration
- Health Education
- Support Services
- Diabetes Project
- Miscellaneous Projects, and/or Committees
  - Volunteers
  - Ad hoc recruitment and interview committees

## **External Liaison / Coordination Activities**

Initiate and promote communication and information flow with external health related agencies/organizations. Set goal of improving relationships with the more closely related groups:

- Community Mental Health Services
- Health Agencies
- Hospitals

Other duties as assigned

## **QUALIFICATIONS:**

- Currently licensed M.D. or D.O. in good standing.
- Administrative and personnel experience
- Board certified Family Practitioner
- Preference given for experience with the Indian Health Services

**HOW TO APPLY:**

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

**Human Resources Department**  
**171 Campbell Lane**  
**Yerington, NV 89447**  
**775-783-0265**  
**Fax: 775-463-2416**  
**Email: [hr@ypt-nsn.gov](mailto:hr@ypt-nsn.gov)**

*Please note: Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.*