

ELY SHOSHONE TRIBE dba  
NEWE MEDICAL CLINIC  
400-A Newe View Ely, Nevada 89301  
Ph: 775-289-2134 Fax: 775-289-4728

## POSITION DESCRIPTION

**POSITION:** Family Practice Physician  
Full-Time/Permanent

**WORK STATION:** Newe Medical Clinic

**SALARY:** \$120,000.00 PER YEAR; Includes bonuses after 6 months and one year of service

## SCOPE OF WORK

**POSITION SUMMARY:** To provide quality medical service for the Newe Medical Clinic. Service is to Native American patients only. Will assist with administrative and/or educational tasks as assigned by Health Director. Will work with inpatient and emergency situations requiring mental alertness and in the course of employment will regularly come into contact with children and seniors.

**DEGREE:** Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized, (a degree of medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification for Americans who completed premedical education in the United States and graduate education in a foreign country).

**DESCRIPTION OF DUTIES:** Serves as a Family Practice Physician performing and providing diagnostic, preventative and/or therapeutic services to eligible patients at Newe Medical Clinic. Performs and provides the diagnosis, care and treatment of ambulatory care patients for a full range of cases. Interviews and examines patients, reviews past medical history and request and/or performs diagnostic tests and examinations. Makes preliminary diagnosis; directs, prescribes or performs a full treatment regimen, or arranges for specialized care including prevention, health maintenance, early diagnosis, treatment and follow up services. Instructs and counsels patients and their families. Refers patients to appropriate contracted medical facilities or other government facilities as necessary for care and diagnostic procedures that cannot be adequately provided at Newe Medical Clinic while working with contract health services staff. Ensures preparation of appropriate medical records for all patients seen in a timely manner to ensure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care and facilitate third party billing. Works closely with allied health professionals (i.e., community health nurse, social workers, behavioral health, etc.) to provide effective interdisciplinary health care services and treatment. Performs other duties as assigned.

*The position requires the person selected to obtain and maintain medical privileges. If either privileges or an unrestricted license are not obtained or maintained during employment, the employee may be subject to and adverse action, up to and including removal from this position.*

## **QUALIFICATIONS:**

1. Graduate from an accredited School of Medicine, and completion of internship and residency as a family practitioner or internist or other specialty with documented experience in family practice. Provide proof of official transcripts and copies of current/active licenses.
2. Board certified or Board Eligible and medical license with the state of Nevada or other state and ability to obtain Nevada license during probationary period.
3. Acquire Medicare, Medicaid, and National Provider Identification numbers and reassignment of benefits to the Newe Medical Clinic. Current DEA certification, maintaining current status at all times.
4. Valid State drivers license and insurable with company insurance.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs of the Indian community.
6. American Indian preference in accordance with Indian Preference Act (title 24, U.S. Code 472 & 473).

## **RESPONSIBILITIES:**

### **A. Patient Clinic Care**

1. Maintains strict client confidentiality
2. See patients daily (M-F; 8-5) including:
  - a. Evaluation of new patients.
  - b. Follow-up care of known medical, social or other problems affecting patients' health.
  - c. Immunizations and periodic health maintenance.
3. Perform medical follow-up on diabetic patients.
4. Review laboratory and x-rays.
5. Telephone consults with patients, as needed.
6. Document/dictate patient care and visits by completing medical record charting.
7. Comply with pharmacy policy which ensures proper storage and accurate records of all prescriptions and over-the-counter medications and accessibility only be designated staff.
8. Maintains on-site pharmacy services by collaborating with health care team to establish and update formulary, may inventory, order and dispense medications in absence of pharmacist.

### **B. Administrative Duties**

1. Meet with Health Director weekly to discuss Clinic policies, organization duties and quality of medical care.
2. Attend monthly medical staff meetings.
3. Attend weekly CHS meetings
4. Carryout special assignments to upgrade Clinic quality of care administration.

### **C. Educational Duties**

1. Attend monthly educational meetings with Clinic staff.
2. Participate in the education of Clinic staff and medical aides on a monthly basis.
3. Attend continuing education for physicians as interest and requirements dictate.
4. Work in accordance with all Newe Medical Clinic personnel policies and procedures.
5. Perform other job-related duties as assigned.

**KEY REQUIREMENTS:**

- This position is subject to random drug screening as a condition to employment
- Current unrestricted license required
- US Citizenship required
- Education and credentialing verification required
- Background and/or security investigation required and be free of any felony convictions
- Pre-employment drug screening and background checks required
- Maintain a professional appearance and attitude

**BENEFITS:**

- Medical Liability Insurance
- No on-call requirements
- Paid Leave includes: 12 holidays; 2 weeks vacation
- Medical Insurance coverage

**TO APPLY** or for further information, please contact:

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