



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilnaka Community Health Center Physician

This position provides compassionate and comprehensive primary care in a busy Federally Qualified Health Center to meet the healthcare needs of all members of the community. The Physician may receive direction on technical and medical issues from the ICHC Medical Director. The Physician is expected to work as part of a team to ensure a positive, effective patient experience. This position is also encouraged to participate as a contributor to community education and play a role in the development of a total care delivery system in the community.

Team: Health and Wellness Team
Reports to: Medical Director
FLSA Status: Exempt for Overtime

Salary Range: DOE
Schedule: Full Time
Last revised: September 2020

Responsibilities/Duties

- Provides compassionate, evidence-based, medical care necessary to ensure continued wellness in addition to the diagnosis and treatment of illness and injury, meeting or exceeding state and national standards of care.
- Supportive collaboration with Advanced Practice Providers as applicable.
- Provides medical services through home visits, as necessary.
- Orders medications, procedures, infusions, and referrals as per appropriate course of care.
- Performs therapies/procedures for urgent, acute, and chronic care.
- Works with facility and medical staff through the processes of quality assurance, quality improvement, peer evaluation, professional and staff meetings, and State and Federal rules and regulations to ensure clinical standards are maintained at the facility.
- Develops and maintains positive relations with the community and community health care providers to maximize community health care resources, to support the total care concept and to foster growth of the medical practice.
- Supports the mission, vision and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.
- Supports all functions that attain and maintain compliance with regulatory or funding agencies
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Supports and facilitates positive interaction with others as evidenced by: professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.
- Exhibits effective communication skills, including proper use of agency communication systems.
- Participates in appropriate professional development programs to attain and maintain role competency.
- The physician is expected to enter complete and accurate patient documentation and all related communication into the electronic medical record. Providers are encouraged to document within



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24 hours of patient visit to ensure timely coding/billing. All documentation must be completed within 72 hours of patient visit.

- Physician must participate in timely submission and maintenance of clinical privileges at the facility.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events which may be outside regular hours.

Experience Requirement

- Minimum of three (3) years of practice experience
- Computer and electronic medical record skills required.

Certification/Licensure Requirement

- Must maintain unencumbered current medical licensure for the State of Alaska.
- Must have a current Drug Enforcement Administration (DEA) number.
- FMCSA Certified Medical Examiner or ability to gain certification within six months of hire.
- CPR Pro or BLS certification.

Education Requirement

- Minimum Board-Certified MD or DO with valid Alaska license.

Competencies (Knowledge, Skills and Abilities)

- Must demonstrate strong analytical and diagnostic skills.
- Must demonstrate effective communication skills and the ability to develop and maintain positive relations in the community and among the facilities' staff.
- Must possess effective problem solving and group dynamic skills.
- Demonstrates respect for differences in cultural and social responses to health and illness and incorporates health beliefs of the individual/community into treatment and management modalities.
- Demonstrates a high level of confidence and clinical proficiency in carrying out duties.
- Proficient in the use of or ability to be trained in Electronic Medical Records.
- Ability to effectively interact and perform duties in a professional manner with patients, medical staff, administrative staff and the public in normal daily setting and during a facility, city, or state emergency situation.
- Effective time management skills, strong ethical principles and good interpersonal skills.

Performance Standard

- Regularly sit for long periods of time in order to complete work.
- Typically move, bend and crouch during work hours to complete assigned tasks.
- Typically lifts 15 lbs to coordinate work, occasionally assist in lifting patients in excess of 100 lbs.



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- Regularly write, operate a keyboard, use computers, office machines or otherwise create, communicate and store electronic and paper data and correspondence.
- Regularly use high level of cognitive function to synthesize a variety of environmental cues and data in order to understand job functions, make independent decisions and complete tasks.

Environmental Factors

Majority of work will be completed in an office within a medical primary care clinic.

Exposure to Hazards

Housekeeping products.

Blood/Fluid Exposure Risk:

Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature *Date*

Supervisor Signature *Date*

Team Leader Signature *Date*