



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

### POSITION DESCRIPTION: PRIMARY CARE PROVIDER

Division:	Clinical Services	Supervisor:	Medical Director
Job Code:	MED-002	Classification:	FT, Exempt
Wage Scale:	E-09 (\$91,239 to \$141,542) annually	Effective Date:	09/16/2024
Hours/week:	40+	Revised Date:	NA

### PROGRAM PURPOSE

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

### UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

### POSITION SUMMARY

The Primary Care Provider (PCP) is responsible for diagnosing and managing acute and chronic conditions and emphasizes health promotion and disease prevention. The PCP performs detailed patient history and physical examinations, conducting appropriate preventive screening and health promotion procedures based on age and history. The PCP practices autonomously and in collaboration with other health care professionals to manage patients' health needs. The PCP will report to the UICSL Medical Director.



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### ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

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- Provide comprehensive primary patient care including prevention, health maintenance, diagnosis, treatment of acute and chronic conditions, and follow-up services to patients under his/her care within the scope of practice of family medicine.
- Order, perform, and interpret results of sleep studies, laboratory studies, EKGs, radiology examinations and other diagnostic studies, formulate the appropriate differential diagnosis based on history, physical and diagnostic findings, develop and implement treatment plans, provide patient education and counseling, including immunization counseling, monitor the effectiveness of therapeutic interventions, coordinating follow up care for patients, making referrals to various internal and external services, obtain pre-procedure and surgical consents, write pre and post procedure notes and orders, perform consultations, provision of appropriate wound care including but not limited to wound debridement, provision of appropriate burn care and directing, electrocardiogram (EKG) preliminary interpretation, cardiac stress test, routine prenatal care for low-risk pregnancies, uncomplicated postpartum patients, and perform cardiopulmonary resuscitation efforts, defibrillation (BLS required).
- Practice preventative medicine in order to reduce the disease burden of AI/AN patients and families especially prevention of (Type II diabetes, hypertension and obesity among other chronic conditions). Management of type II diabetes following guidelines from IHS and ADA to prevent complications.
- Evaluate and counsel patients in areas of mental and socio-cultural problems including diet, development, behavior, and family problems, and other social determinants of health.
- May provide women's health services including preventative care screenings, contraception counseling, contraception implant placement and IUD insertion and removal.
- Consult and coordinate care with other practitioners, physicians, nursing, pharmacy, laboratory, and outside referral sites. Refer patients for specialty care, as indicated.
- Perform routine minor office surgery, and other primary care office procedures.
- Stay "up to date" on evidence-based practices and care.
- Exemplify UICSL values.
- Become a member of the UICSL Medical Staff and abide by said Medical Staff Bylaws of the organization.
- Participate in the UICSL Peer Review process annually.
- Participate in interdisciplinary health care team meetings as assigned including but not limited to Medical Executive Committee (MEC), Infection Prevention, Control and Safety Committee (IPCSC) and Quality Assurance, Performance Improvement & Risk Mgmt. Committee. (QAPIRM).
- Perform other duties as assigned and agreed to with the Medical Director or the Director of Clinical Services.



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### MINIMUM QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	Doctor of Medicine (MD), Doctor of Osteopathic Medicine (DO) degree, Master's degree or higher in Advance Practice Nursing, Master's degree of Physician's Assistant Studies.
<b>Experience:</b> <input type="checkbox"/>	1-2 years of primary care experience
<b>Certifications/Licensure:</b> <input type="checkbox"/>	Current unencumbered licensure in the State of Utah (MD, DO, APRN, PA-C), DEA licensure

### PREFERRED QUALIFICATIONS

<b>Experience:</b> <input type="checkbox"/>	3-5 years of primary care experience, community health setting preferred
<b>Certifications/Licensure:</b> <input type="checkbox"/>	Board Certification in Family or Internal Medicine
<b>Other:</b> <input type="checkbox"/>	a) Experience serving AI/AN patients

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of current evidenced based family medicine guidelines and best practices
<input type="checkbox"/>	Knowledge of community health and public health
<input type="checkbox"/>	Knowledge of Type II diabetes prevention, treatment best practices and common medications.
<input type="checkbox"/>	Knowledge of quality improvement principles
<input type="checkbox"/>	Evidence of competency with common office software (e.g., Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with electronic health records
<input type="checkbox"/>	Demonstrates adherence to confidentiality, informed consent and ethical practices
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics of interpersonal effectiveness and conflict resolution
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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### **WORK ENVIRONMENT**

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The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

### **PHYSICAL DEMANDS**

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While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

### **MENTAL DEMANDS**

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Workloads in this position require an awareness of technical details and the ability to problem solve programmatic issues as needed. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. There are numerous applicable standards and deadlines associated with this position.

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***Disclaimer:*** *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*



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**Indian Preference Statement:** *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY:</b>	Alan Barlow, Executive Director	<b>SIGNATURE:</b>	
<b>APPROVED BY:</b>		<b>NEXT REVIEW:</b>	September 2025



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### **EMPLOYEE ACKNOWLEDGEMENT**

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I have reviewed and been provided with the content of the **Primary Care Provider** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

**Describe any accommodations required to perform these functions:**

**Employee Name (Print)**

**Employee Signature:**

**Date:**