



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: MEDICAL DIRECTOR

| | | | |
|-------------|---|-----------------|-------------------------------|
| Division: | Clinical Services | Supervisor: | Director of Clinical Services |
| Job Code: | MED-001 | Classification: | FT, Exempt |
| Wage Scale: | EXE-03 (\$146,148 to \$249,962) annually. | Effective Date: | 4/18/2023 |
| Hours/week: | 40+ | Revised Date: | |

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 Medical Director, in collaboration with the Director of Clinical Services (DCS), establishes UICSL's system of quality patient care and referrals, including oversight of clinical operations, policy and template development, and supervision of the medical staff. The Medical Director works with UICSL Executive Leadership to make strategic goals, plans and decisions to improve healthcare for patients and the American Indian/Alaska Native community. The Medical Director ensures that the quality of medical care meets professional standards and the requirements of regulating agencies. The Medical Director provides quality primary care for UICSL patients.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Provide direction and supervision of medical staff.
- Maintain a team of qualified medical staff at UICSL through effective recruitment and retention efforts.
- Provide quality patient care within scope of family practice clinic. (Approximately 20-40% of time will be spent in patient care).
- Oversee the onboarding, training and continuing education of the medical staff in collaboration with UICSL human resources.
- Review and recommend clinical privileges, incorporating reports of prior peers and prior quality performance reviews.
- Assure the quality and appropriateness of patient care by UICSL Medical Staff through annual Peer Review and ongoing chart review.
- Stay “up to date” on evidence-based practices and establish, revise, and monitor compliance in UICSL medical protocols according to medical advances and industry changes.
- Contribute to the identification of opportunities to integrate traditional and/or holistic practices in medical protocols.
- Develop, implement, and update policies and procedures relating to the practice of medicine, and collaborate with UICSL on other protocols as needed.
- Ensure medical staff compliance with federal and state rules and regulations.
- Promote trust and professionalism within the organization and in provider-patient relationships.
- Exemplify UICSL values.
- Instill a “patient first” culture within the DCS and for the organization.
- Enhance collaboration between providers, nurses, behavioral health, and other clinical staff.
- Provide ongoing surveillance of professional performance of all individuals who have delineated clinical privileges through the peer review process.
- Develop strategies, goals, plans, quality and safety initiatives for the Division of Clinical Services and for UICSL regarding the medical function of the organization.
- Participate in administrative decision making and recommend and approve policies and procedures.
- Chair the Medical Staff of the UICSL. Act as a member of the Medical Executive Committee (MEC) of the UICSL and participate in other relevant committees as agreed upon.
- Provide opinions and/or guidance on medical matters to the Executive Leadership Team (ELT) as required or requested.
- Perform other duties as assigned and agreed to with the DCS or the Executive Director.



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MINIMUM QUALIFICATIONS

| | |
|---|---|
| Education: <input type="checkbox"/> | Completion of a nationally accredited medical degree |
| Experience: <input type="checkbox"/> | 3-5 years as a Primary Care Provider |
| Certifications/Licensure: <input type="checkbox"/> | Licensed to practice medicine in the State of Utah (MD, DO) |
| Other: <input type="checkbox"/> | Statement on experience as a supervisor or team leader |

PREFERRED QUALIFICATIONS

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| Education: <input type="checkbox"/> | Completion of a nationally accredited medical degree |
| Experience: <input type="checkbox"/> | 5-10 years as a Primary Care Provider, 1-2 years as a Medical Director |
| Certification/Licensure: <input type="checkbox"/> | Board Certification in the State of Utah (MD, DO) |
| Other: <input type="checkbox"/> | a) Prior experience with underserved populations, American Indian/Alaska Native (AI/AN) patients |

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

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|--------------------------|--|
| <input type="checkbox"/> | Knowledge of Primary Healthcare in a community health and/or an AI/AN health system |
| <input type="checkbox"/> | Knowledge of healthcare diagnosis and treatment best practices |
| <input type="checkbox"/> | Knowledge of up-to-date health data, trends and treatments |
| <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 of strong leadership skills |
| <input type="checkbox"/> | Evidence of competency with electronic health records and medical template development |
| <input type="checkbox"/> | Demonstrates a positive attitude of service and a respect for AI/AN 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 |
| <input type="checkbox"/> | Demonstrates adaptability, problem solving and skills. |
| <input type="checkbox"/> | Demonstrates a heightened awareness of confidentiality & privacy behaviors |



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WORK ENVIRONMENT

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

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

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.

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).

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| REVIEWED BY HUMAN RESOURCES: | | APPROVED BY EXECUTIVE DIRECTOR: | |
| PRESENTED TO BOARD OF DIRECTORS: | | NEXT REVIEW DATE: | |



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Medical Director** 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: