

**TOIYABE INDIAN HEALTH PROJECT, INC.**  
**PAIUTE PROFESSIONAL CENTER**  
**52 TU SU LANE**  
**BISHOP, CALIFORNIA**  
**(760) 873-3935 \* Fax (760) 873-3935**

**JOB DESCRIPTION**

**POSITION:** Family Practice Physician

**WORK STATION:** Bishop Clinic

**SALARY RANGE:** TSS 52/53

**SUPERVISOR:** Medical Director

**EXEMPT**

**POSITION SUMMARY:**

Staff physicians at the Bishop clinic will see patients at the Clinic and hospital, serve as consultant to the family nurse practitioner and assist with administrative tasks on an as-needed basis.

**QUALIFICATIONS:**

1. Must have a valid medical degree from an accredited School of Medicine and Board certified.
2. Must possess a valid CA Medical License.
2. Maintain a current DEA registration at all times.
3. Must be CPR certified at all times.
4. Must possess a valid drivers license and be 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 25, U.S. Code § 472 & 473).

**DUTIES & RESPONSIBILITIES:**

A. Patient Clinic Care

1. See patients daily including:
  - a. Evaluation of new patients;
  - b. follow-up care of known medical, social or other problems affecting patient health;
  - c. pre-natal visits;
  - d. pediatric well-and ill-child care;
  - e. immunizations and periodic health maintenance;
  - f. perform necessary procedures or arrange for the procedures to be performed by another provider.
2. Perform medical follow-up at quarterly Diabetic Clinic.
3. Review laboratory reports and x-rays and interpret results.

4. Telephone consults with patients, as needed.
5. Serve as consultant to F.N.P.s.
6. Carry out home visits as needed.

**B. Other Patient Care**

1. Share "on call" time with other physician to provide 24-hour coverage of the practice:
  - a. Answer telephone calls from patients;
  - b. Attend patients that need to be seen at Toiyabe, Northern Inyo Hospital Emergency room or homes.
2. Hospital-care:
  - a. Admitting patients requiring hospital care.
  - b. Provide inpatient care for patients with PMD (internal medicines and OB) in a rotating fashion (currently on call one week in three).
  - c. Daily visits or ICU care as needed.
  - d. Review medical problems with colleague or specialty consultant when indicated.
  - e. Assist sub-specialists with procedures on Toiyabe patients, including surgeries.
  - f. Routine obstetrical delivery and perinatal care.
  - g. Serve as consultant when requested to sub-specialists in the total care of their hospital patients.
  - h. All other responsibilities as required to maintain hospital privileges as outlined in the Northern Inyo Hospital Medical Staff by-laws.
3. Extended Care Facilities:
  - a. Toiyabe patients will be seen monthly or as needed.
  - b. Physicians may serve on committee evaluating and supervising nursing home activities.

**C. Administration Duties**

1. Attend weekly medical Clinic staff meetings.
2. Attend staff meetings monthly.
3. Attend hospital staff meetings as appropriate.
4. Carry out special assignments to upgrade Clinic quality of care and administration.

**D. Educational Duties**

1. Participate in quarterly quality assurance meetings with other providers.
2. Participate in the education of Clinic staff and medical aides on a weekly basis as needed.
3. Attend continuing education for physicians as interest and requirements for the AAFP/CMA.
4. Participates in Inyo/Mono County medical society meetings as appropriate.
5. Works in accordance with all Toiyabe Personnel Policies and staff responsibilities.
6. Performs other duties as assigned.

**Description Reviewed: Employee: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_**