



Part-time Medical Provider (CNP or PA-C)

Supervised by:	Chief Medical Officer
Location:	Sioux Falls, SD
Status:	Part-time (non-exempt)
Salary:	Starting \$55,000-\$58,600

POSITION SUMMARY: SDUIH is a 501c3 non-profit with two clinics operating in Sioux Falls and Pierre. It is a federally qualified health center (FQHC) and one of 41 Urban Indian Organizations under the Indian Health Service umbrella. With an emphasis on serving low-income, geographically isolated, minority, homeless and migrant populations in South Dakota, SDUIH provides services through three pillars: Medical Care, Behavioral Health, and Cultural Health.

The Medical Provider serves as a primary health care provider within the scope of practice according to the requirements of the South Dakota Board of Nursing and/or South Dakota Board of Medical and Osteopathic Examiners. Provides direct patient care to ensure quality care is provided and in compliance with patient care procedures and program policies. Hours for this position are typically 8am-5pm, Wednesday-Friday but may vary for community events or grant activities.

Skills & Ability

- Enforce HIPAA requirements and maintain confidentiality.
- Work with the supervising physician on the provision of medical services to patients as indicated.
- Perform assessment diagnostic and therapeutic procedures and prescribe necessary treatment and services for quality patient care.
- Comply with OSHA safety regulations and quality control of equipment and exam rooms.
- Gather, interpret and/or prepare reports and recommendations for patient care.
- Establish and maintain effective relationships with patients/families and staff.
- Use general office equipment and computers.
- Read, process, and/or prepare reports, records, and recommendations.
- Travel (limited) and attend required training sessions for professional growth.
- Working effectively with outside agencies assisting with grant projects and ensuring timelines are being met.

Knowledge

- English, spelling, punctuation and grammar.
- Customer service etiquette and techniques.
- Private, local, state and federal resources for the treatment and care of patients.
- SDUIH policies and procedures.
- Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA) and UDS requirements.
- HIPAA and OSHA rules and requirements.
- Funding source(s) that pay for the medical provider position.
- Computer programs (Word, Excel, etc.).
- Native American culture and traditions.
- Policies and procedures regarding medications and proper chart recording.
- Public health care concepts, methods and practices.
- Quality review methods, practices and standards.

Qualifications:

- Must possess current licensure through the South Dakota Board of Nursing and/or South Dakota Board of Medical and Osteopathic Examiners; maintain a current Federal and State DEA certification; American Nurses Credentialing Center, or AANP certification (if applicable) with 3-5 years of clinical experience.
- No history of credentialing Board violations or issues; i.e. board disciplinary action
- Experience in the development and implementation of innovative patient-centered care delivery practice, pharmacology, therapeutics, diabetes and HIV care.
- Pass a federal background check. Must not have any felony convictions that relate to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Computer proficiency and efficient/accurate data-entry skills.
- Must be vaccinated against or willing to be vaccinated against COVID-19.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

Supervision:

Reports directly to Chief Medical Officer, however also receives direction from administration and the Executive Director.

Supervises:

Depending on office structure Medical Providers may direct and/or plan the work of other mid-levels, nursing staff, and general clinic staff.

Electronic Health Record Responsibilities and Duties:

Medical Provider staff must complete patient assessment, evaluation and medical history information and document in the RPMS/EHR system as documented in the RPMS User Manual.

Medical Provider Responsibilities and Duties:

Medical providers will provide direct care services that promote patient self-management and will use a *positive* Care Management approach to improve patient health factors in the community.

Medical provider staff will:

- Maintain current licensure/certification/collaborative agreements by monitoring the expiration/renewal dates and applying for renewal in a timely manner.
- Perform routine physical examinations and preventive health measures including but not limited to immunizations, developmental screening, routine laboratory screening/procedures, women's wellness exams, well-baby exams and disease case management.
- Diagnose and treat common and uncomplicated health conditions. Collaborate, consult and refer patients who have complicated or uncommon health problems to the collaborating physician or specialist for care.
- Incorporates preventive health care provisions aimed at improving and maintaining health status based upon individual, cultural, sociological, psychological and environmental factors.
- Collects and constructs identifying information by reviewing past and present medical, social and family histories, performing physical examinations, assembling and documenting a problem list, and consulting with the collaborating physician or specialist in changes or progression health status.
- Provides contraceptive counseling to patients seeking birth control, making available the desired birth control measures when possible or refer patient to agency where family planning and/or birth control measures may be obtained.
- Furnishes drugs and devices incidental to the provision of routine health care, family planning and disease management which meet the standards and requirements of the practitioner's DEA license. EXTREME DISCRETION shall be used when prescribing narcotic medication. Prescriptions for narcotic medication shall be for a very short duration to address an urgent need. A need for ongoing narcotic medication shall be referred to a pain management specialist or other appropriate specialist.
- Provides precise information to enable the patient to make informed decisions regarding health care and related issues while ensuring joint responsibility with the health care team members and staff to promote the best outcome possible for the patient.
- Provides education about diagnosis and treatment to the patient and provides written follow-up guidelines. Include family members according to patient wishes.
- Advises and counsels patients about normal maturational and developmental stages and natural life cycles. Intervenes and participates in problem solving of target problem areas.

- Assess and intervene in ordinary developmental and behavioral problems of individuals and their families in complying with health care recommendations and or plans.
- Completes charting in the electronic medical record using the problem oriented medical records systems assuring accurate and timely completion of data entry into the patient medical record. Every attempt will be made to complete medical record charting by the end of each day but shall be completed no later then the end of the next business day. Compiles and produces progress notes, charting, summary reports, and other forms to document patient information according to requirements and standards set by IHS. Records accurate information in patients' charts, including but not limited to; medication, treatment, changes in condition and action taken and any incidents occurring in the course of care provided.
- Assures accurate care of handling laboratory specimens such as; pap smears, cultures, and other specimens for laboratory testing.
- Reports and documents all accidental or negligent incidents as they relate to patients. Understand and satisfy state, federal and program regulations and quality assurance and safety standards; which establish minimums of care. Participates in clinic quality review care procedures and processes.
- May perform nursing duties when nurse is not available.
- Performs other duties as assigned.
- Ability to maintain a flexible work schedule including evenings and weekends.

Standard Reporting Requirements:

- Completes required reports for special state and federal health programs and services such as; All Women Count, Family Planning and Diabetes programs.
- Maintain appropriate files and reports according to state certification standards.
- Complete specialized reports at the request of the Executive Director or other member of Administration.

Physical Demands:

- Involves direct and frequent contact with potentially unstable clients.
- Involves direct contact with clients who may have infectious diseases.

Decision-Making Authority:

Decisions include complete diagnosis and treatment for primary, common preventative health care, ordering laboratory and diagnostic tests necessary for quality patient care; authority to assess over-medical history and conditions of complicated/complex medical conditions for further referral. Provider practices within the scope of South Dakota Law.

Decisions also include dispensing medication within the standards and scope of practice under the DEA certification. EXTREME DISCRETION shall be used when prescribing narcotic medication. Prescriptions for narcotic medication shall be for a very short duration to address an urgent need. A need for ongoing narcotic medication shall be referred to a pain management specialist or other appropriate specialist.

Decisions referred include collaborating with physician on complex, treatment resistant cases; such as pain management. Referrals are made to physician based on disease management plan, patient request and inability of provider to properly and adequately treat patient.

Referrals are also made to specialists involving orthopedics, neurologist, obstetricians, endocrinologists, psychiatrists, etc in order to provide the patient with the best possible care; as well as referrals for further interpretation and analysis of test results that may include radiologist, physician or internal medicine specialist.

How to Apply

Interested individuals should email their resume and a completed application to Aspen.Gillaspie@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature_____ Date_____

Supervisor Signature_____ Date_____