

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-20-87

Closing Date: Open until filled



POSITION TITLE: General Surgeon

DEPARTMENT: Medical Staff

Position Summary:

Under general supervision of the Chief Medical Officer, provides and coordinates surgical services for a population of approximately 16,000 people in the southwestern corner of the Navajo Reservation. The Surgeon's time will be split between outpatient care at WIHCC and in-patient and ambulatory surgical services at the Little Colorado Medical Center, a local community hospital. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Provides surgical care on a regular and on-going basis to patients in need of surgery evaluation or treatment which includes the examination, diagnosis, and treatment of very difficult diseases and injuries by surgical means and referral when necessary.
- Performs necessary surgical procedures at the local community hospital. Performs minor surgical procedures at WIHCC as consistent with facility capabilities and specified privileges granted on application to medical staff.
- Refers patients to appropriate contracted medical or other governmental facilities, providing full clinical information for care and diagnostic or therapeutic procedures that cannot be adequately provided at local IHS facilities. Coordinates and integrates services into the on-going healthcare program at WHICC and assures the provision of timely follow-up care as required.
- Assures preparation of appropriate medical records for all patients to assure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care. Completes clinical reports and correspondence concerning patients to physicians, hospitals, and other individuals and facilities, meeting time requirements for medical records as specified by WIHCC and its accreditation agencies.
- Works closely with other members of the medical staff and allied health professionals (i.e., community health nurses, behavioral health staff, etc.) to utilize and coordinate the services of other health care professionals in the management of the patient's medical, psychological and social problems.
- Provides emergency on-call services on a schedule to be determined in conjunction with WIHCC Clinical Director as appropriate for the needs of the patients being served.
- Serves as on-call Surgeon for WIHCC patients and as mandated by Medical Staff By-Laws at Little Colorado Medical Center (LCMC),. On-call duties at LCMC will include services to non-beneficiaries as dictated by LCMC Medical Staff Bylaws.
- Attends Medical Staff meetings as appropriate at both WIHCC and LCMC, and serves on committees as assigned.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Medical Degree, MD or DO required. Completion of a three year residency in an accredited program in General Surgery. Board Eligible or Board Certified by the American Board of Surgery. Must possess a valid, current, full and unrestricted license to practice as a Physician in Arizona. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable

requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and experience in general surgery.
- Knowledge of, and sensitivity to, cultural and language differences.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary) and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.