

# The SHOSHONE-BANNOCK TRIBES

## FORT HALL INDIAN RESERVATION

P.O. Box 306  
Fort Hall, ID 83203



## HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
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### JOB DESCRIPTION

**TITLE:** Medical Provider

**DEPARTMENT:** Tribal Health & Human Services (THHS)-  
Community Health Services Program (CHS)

**SALARY:** \$45.40 – \$104.54 EXEC 9 – 17 DOE/DEQ

**OPENS:** December 4, 2023

**CLOSES:** UNTIL FILLED

**CAREER STATUS:** **EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

This position provides direct patient care to the Tribal membership and eligible Native Americans/ Alaska Natives. Scope of work includes family practice, medicated assisted treatment (MAT), inmate care, and medical services the provider is licensed to practice, trained, and certified to deliver.

The THHS is jointly accredited with the Indian Health Service Unit through American Association for Ambulatory Health Care (AAAHC). Tribal Health and Human Services is an accredited Patient-Centered Medical Home (PCMH) and holds a promise to improve health care by transforming how primary care is organized and delivered. PCMH is a model of evidence-based guidelines that delivers the five core functions of health care. Staff are held accountable to the five core functions of the PCMH model delivering patient services that are comprehensive, patient-centered, coordinated, quality, safe and accessible.

The Shoshone Bannock Tribes through an agreement with the U.S. Department of Health & Human Services (DHHS) acting through the Indian Health Service (I.H.S.) pursuant to the Indian Self Determination and Education Assistance Act (P.L. 93-638, as amended; ISDEAA or 25 U.S.C. §450 et seq), and provides medical services to eligible Native Americans and Alaska Natives within the service area and/or other persons defined eligible within the most recent Tribal/Indian Health Service negotiated agreement

### SUPERVISOR:

The Medical Provider receives direct administrative supervision from the CHS Manager who will process all personnel/employee actions; Performance evaluations will be coordinated with Medical Professional

**Medical Provider/Community Health Aide Supervisor**

**Approved 12/1/23 DA3296**

Executive Committee peer review, record review, and recommendation. All THHS personnel receive general supervision from the Tribal Health Director.

### **DUTIES AND RESPONSIBILITIES:**

Incumbent will deliver medical services to ambulatory patients in accordance with established professional practices and the goals and objectives of the Shoshone Bannock THHS department.

Will be expected to provide outpatient medical care including recognizing and responding to urgent care situations consistent with their training and certification including, but not limited to:

Obtaining a medical history, conducting a systems review, performing physical examinations, interpreting laboratory studies, initial evaluation of plain film x-rays, initial EKG interpretation, treatment of common acute and chronic disorders, conditions, illnesses, minor trauma in adult and pediatric patients, including Basic Life Support.

This position is authorized to see all patients presenting for acute or chronic care unless specifically limited to selected patient groupings as requested and granted in medical privileges.

Mid-level providers are to identify themselves to patients according to their appropriate professional designation.

Provide services to patients in consultation/coordination with medical staff who will be responsible for monitoring, on a regular basis.

The Medical Provider documents service delivery and care in the Electronic Health Record (E.H.R.) system for data entry and medical record purpose. Including, physician consultation when exceeding his/her level of knowledge and/or skill.

Provision of care will include clinical protocols and ambulatory care services established by Medical Professional Staff of this facility including required protocols or standing orders for mid-level practitioners and nurses. The care to be provided will be based on medical privileges granted based on verification of credentials, certifications, and licensures.

Medical Privileges as delineated by the Joint THHS/FHSU Medical Professional Committee and approved by the governing board, which may include:

- Obtaining history and performing physical exams on patients presenting for care at this facility.
- Ordering appropriate laboratory studies obtainable at this facility or from the reference laboratory.
- Ordering appropriate X-ray studies obtainable at this facility.
- Referring patients to hospitals or other facilities for special radiological or other studies.
- Ordering clinically appropriate medications available from the Not-Tsoo Gah-Nee formulary or other medications as recommended by consultants to which patients have been referred or those approved by protocols established by the Medical Staff.
- Obtaining consultation from the supervising physician or other specialists by telephone and/or referral.
- Referring patients for physical therapy when clinically appropriate.
- Referring patients for hospital admission when clinically appropriate

- Managing eligible home health care patients (in general this will only apply to physicians but in selected instances mid-level providers may provide primary management under physician supervision and direction.)

The Medical Provider when acting within the scope of their official duty is covered by the Federal Tort Claims Act (FTCA) as it applies to the Indian Self Determination and Education Assistance Act (ISDEAA) contracts and compacts.

The Medical Provider will coordinate services for developmental delayed/special needs children and provides teaching to parents regarding anatomy, pathology, diagnosis, treatment, and follow up care.

The Medical Provider serve as an Active member on the I.H.S./THHS Medical Professional Staff and abides by the established bylaws. Participate in the weekly case management meetings with Medical, educational, and social service resources involved in the health care of the patients for the purpose of providing integrated health care to clients.

May present information to the Health Board and Fort Hall Business Council as assigned.

Serves as a resource person to the Program Manager and Tribal Health Administration in program planning and evaluation. Will develop standard medical policies, procedures, protocols.

Prepares for and maintains AAAHC Accreditation standards for position. Participates in quality improvement projects to enhance or optimize service delivery and program operations. May be assigned to AAAHC committees as appropriate.

**MAINTAINS STRICT CONFIDENTIALITY OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of patient/client protected health information and/or confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes. Required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal Government.

Duties and responsibilities will include other activities needed to carry out the THHS department and program functions.

**Demonstrates fully effective to exceptional performance for each evaluation factor including but not limited to:**

- Maintain a State of Idaho Medical licensure and other credentials to practice within the scope of work
- Maintain all requirements for the Continuing Medical Education (CME) and re-certification for credentialing
- Complete the initial credentialing and privileging process for membership to the Medical Professional Committee and every two years thereafter
- Participate in peer review
- Ensures compliance with AAAHC standards: including the design, implementation, evaluation, and completion of program Quality Improvement Projects.

- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development
- Completed all mandatory THHS required trainings and quarterly drills
- Complies with the THHS Employee Health Policy and annual immunization schedule
- Maintains a secure workstation that protects patient/client information in compliance with THHS/IHS information security rules of behavior.
- Performs duties in compliance with joint THHS/IHS medical professional by laws; CHN clinical policies, THHS Policy Manual; and, Tribal Management Systems policies and procedures.

The THHS Department implements continuous quality improvement practices. Career advancement is possible when advanced occupational proficiencies, education, certifications, licensure are acquired; and, result in significant service delivery improvement and expanded position responsibilities.

### **QUALIFICATIONS:**

The qualification requirements and compensation assignments are progressive and aligned with the following levels of education and experience:

#### **Minimum Educational & Experience Qualifications (EXEC 9 DOE Negotiable):**

**Physician Assistant:** Executive Grade 9

**EXEC 9:** Graduate from a physician assistant educational program accredited by the Accreditation Review Committee on Education for the Physician Assistant or its predecessors, at a college, university, or educational institution that is accredited by an accrediting body or organization recognized by the U.S. Department of Education at the time the degree was obtained.

**Must** have successfully completed the National Commission on Certification of Physician Assistant (NCCPA) examination with current certification

**Must** possess a current unrestricted state of Idaho Physician Assistant licensure, or obtain an Idaho License if the applicant has an out of state license

#### **Preferred Education & Experience Qualifications (EXEC 10-17 DOE Negotiable):**

Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.

Knowledge of the applicable Federal, State, and Tribal laws, statutes rules, regulations pertaining to position's scope of work.

Knowledge of the Health Information and Portability and Accountability Act (HIPAA), and privacy laws.

**Physician Assistant:** Executive Grade 10 - 11

**EXEC 10: Must** meet all EXEC 9 qualifications and have 5 years or more successful experience as a Physician Assistant

**EXEC 11:** **Must** meet all EXEC 9 qualifications and have 10 years or more successful experience as a Physician Assistant.

**Nurse Practitioner: Executive Grade 11 - 13**

**EXEC 11:** Graduate from a Master of Science in Nursing educational program accredited by the Accreditation Review Committee on Education for Nurses or its predecessors, at a college, university, or educational institution that is accredited by an accrediting body or organization recognized by the U.S. Department of Education at the time the degree was obtained.

**Must** possess an unrestricted and current Idaho State Certified Nurse Practitioner License or obtain an Idaho License if the applicant has a License from out of state.

**Must** be nationally certified by the American Academy Certification of Nurse Practitioners (AANP)

**EXEC 12:** **Must** meet all EXEC 11 qualifications with 5 years successful Nurse Practitioner work experience.

**EXEC 13:** **Must** meet all EXEC 11 qualifications with 10 years or more experience as a Nurse Practitioner.

**Physician/Family Practice Physician: Executive Grade 17**

**EXEC 17:** Post Graduate from a medical training program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or its predecessors, at a college, university, or educational institution that is accredited by an accrediting body or organization recognized by the U.S. Department of Education at the time the degree was obtained.

Active and unrestricted state of Idaho Board of Medicine License or must obtain an Idaho License if the applicant has a license from out of state

Maintain current certification by the American Board of Family Medicine (ABFM)

*Preferred:* Current medical privileges at local hospital (Bingham Memorial Hospital or Portneuf Medical Center)

***Additional qualifications:***

Qualifications in addition to Licensure include:

- **Must** have certification in Basic Life Support (BLS)
- **Must** have State Board of Pharmacy Practitioner Controlled Substance licensure and/or Drug Enforcement Administration (DEA) registration for prescribing controlled substances/medications.
- **Must** be skilled in current computer applications including word processing, spread sheets, and electronic health record (EHR) clinical programs.

Applicants who are being considered for a job offer will receive a pre-employment reference check that must verify an employment history that demonstrates creditability, dependability, and exceptional employment history. The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Must have a valid Idaho driver's license and be insurable under the Tribe's insurance carrier.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.