



Job Description for a Naturopathic Primary Care Physician in Community Health

Position Summary: Naturopathic physicians are primary care physicians that diagnose, treat, and care for patients using a system of practice that bases treatment of physiological functions and abnormal conditions on natural laws and substances governing the human body.

Supervision: Receives administrative direction from the Community Health Center Medical Officer. Exercises technical and functional supervision over technical and professional personnel.

Knowledge of (position requirements at entry):

1. Principles and practices of general, preventive and clinical medicine, minor surgery and pharmacology.
2. Federal, state, and local health statutes, rules, regulations, and ordinances.
3. Medical and nursing care standards.
4. Clinical aspects of communicable diseases and disease control measures.
5. Causes, treatment, prevention and/or early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness, and other disabling conditions.
6. Preventative medicine and sanitation.
7. Standard laboratory tests and procedures.
8. Medical records documentation and charting formats.
9. Issues of medical ethics and liability.

Ability to (position requirements at entry):

1. Diagnose, treat, and control diseases and physical injuries in a culturally sensitive manner for underserved populations.
2. Effectively gather, evaluate, and convey sensitive and confidential information.
3. Work with professional independence and use initiative and judgment in performing medical diagnostic and treatment services for the patient population.
4. Prepare concise, accurate, and effective medical reports, recommendations, policies, and procedures.
5. Implement clinic services within resource limits.
6. Establish and maintain cooperative work relationships with patients, staff, peer groups, and varied agency and institutional representatives.
7. Develop therapeutic relationships with a wide variety of patients from diverse educational, social, and cultural backgrounds.
8. Communicate effectively, both orally and in writing.

Position Essential Duties:

1. Conduct standard medical and physical examination and perform standard diagnostic tests in confirming suspected disease or ailment.
2. Advise patients on treatment options on both allopathic and naturopathic areas with emphasis on therapeutic exercise, nutritional medicine regimens, and natural treatment options.
3. Administer, dispense, or prescribe naturally formulated drugs such as botanical and herbal extracts, natural dietary supplements, vitamins, Nutraceuticals, amino acids and other organic and natural products, and prescribe controlled substances that are within the scope of practice and listed on the formulary compendium. Adjustments made per state requirements.
4. Refer patients to other health professionals in the treatment of diseases requiring further diagnosis and evaluation.

5. Provides appropriate medical record documentation on all patients in accordance with policy.
6. Perform minor surgical procedures.
7. Participate in a shared call system with other providers.
8. Assist with meeting clinic patient care team productivity and quality care standards.
9. Participate in the development and utilization of “organization inserted here” practice guidelines and procedures.
10. Participate in audits and meet standards of “organization inserted here” Quality Improvement and Management and Utilization Management programs.
11. Participate in patient triage system.
12. Maintenance of credentials essential for practice, to include licensure, certification, society memberships, and CME.
13. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need to follow up as appropriate during each patient visit. Verify and document that the patient understands the diagnosis, treatment and follow up recommendations.
14. Dispense medications from the on-site dispensary in accordance with “organization inserted here” and State of Washington or Oregon Pharmacy Board policies.
15. Precept ND students and supervise ND residents (variable depending on the organization).
16. Maintains good attendance, is punctual, and works full scheduled shift is a condition of employment.
17. Demonstrates respectful, professional and appropriate behavior that supports a team-oriented work environment.
18. Demonstrate a commitment to the mission, core values, and goals of “organization inserted here” and its healthcare delivery including the ability to integrate values of integrity, wisdom, creativity, cooperation, responsibility, and respect into appropriate programs and services.

Secondary Duties and Responsibilities:

Attend staff meetings, in-service meetings, and participate in agency committees and task force activities as required.

Supervisory Responsibilities:

This position has no supervisory responsibilities but can include depending on clinic needs.

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Training and Experience:

Graduation from an accredited naturopathic medical school. One year of responsible license Naturopathic experience or ND residency.

Licensing Requirements:

1. Possession of a State of “insert state here” license as a Naturopathic Doctor (ND).
2. Drug Enforcement Agency Certificate
3. National Provider Identifier (NPI)
4. Possession of a valid “state inserted here” driver’s license.