



# Wallowa County Health Care District

**JOB TITLE: Doctor of Podiatric Medicine and Surgery**

**FLSA STATUS: Exempt – Non-Union**

**DEPARTMENT: Surgery/Wallowa Memorial Medical Clinic**

**DATE: February, 2024**

**REPORTS TO: Surgical Medical Director**

**APPROVED BY: Chief Executive Officer**

## **JOB SUMMARY:**

The Doctor of Podiatric Medicine and Surgery treats bone, muscle and joint disorders affecting the feet and ankles. Surgically treat conditions such as corns, calluses, ingrown nails, tumors, shortened tendons, bunions, cysts, or abscesses.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Include the following. Other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Diagnose diseases and deformities of the foot using medical histories, physical examinations, imaging, and lab test results.
- Advise patients about treatments and foot care techniques necessary for prevention of future problems.
- Prescribe medications, corrective devices, physical therapy, or surgery.
- Refer patients to physicians when symptoms indicative of systemic disorders, such as arthritis or diabetes, are observed in feet and legs.
- Make and fit prosthetic appliances.
- Correct deformities by means of plaster casts and strapping.
- Educate the public about the benefits of foot care through techniques such as speaking engagements, advertising, and other forums.
- Treat deformities using mechanical methods, such as whirlpool or paraffin baths, and electrical methods, such as short wave and low voltage currents.

## **EDUCATION & EXPERIENCE:**

- Licensure as a Doctor of Podiatric Medicine.
- Current or ability to obtain BLS and ACLS certification.
- Attend or complete required annual trainings.
- Maintain continuing medical education as required by licensure.
- Knowledge of medical office procedures and methods, including general knowledge of medications and drug classifications.
- Ability to communicate effectively with the healthcare professionals, public, customers, and employees.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.



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- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Knowledge of medicine including medical terminology, anatomy & physiology, pathophysiology, pharmacology and therapeutic, diagnostic testing, interpretation of results and clinical decision making, and alternative treatment modalities.
- Knowledge of medical practice guidelines and practice regulations related to evaluating and providing patient care, and professional ethics related to the delivery of premier patient care
- Knowledge of medical equipment and instruments used to administer premier patient care.
- Knowledge of common safety hazards and precautions to establish/maintain a safe work environment.
- Knowledge of community, professional, and educational resources.
- Knowledge of electronic health record systems.
- Skill in oral and written communication; interviewing to gather medical histories; providing presentations, consultations, facilitation, and documentation, e.g., writing medical orders, patient education materials, and medical record updates.
- Skill in time management, problem solving, multitasking, and other organizational matters.
- Skill in seeking other information as needed to provide patient care, including consultation with other physicians and clinicians.
- Ability to analyze complex data and draw conclusions.
- Ability to interpret, adapt, and apply guidelines and procedures in order to prescribe or recommend medications or other forms of therapy as indicated by the patient status, in compliance with medical practice guidelines and Oregon State laws.
- Ability to establish and maintain effective working relationships with patients, clinical staff, and the public.

## **WORK ENVIRONMENT:**

This job operates in a healthcare setting. This role requires regular walking to various locations around the clinic and hospital. This role also routinely comes into contact with patients who may have contagious illnesses.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## **POSITION TYPE & EXPECTED HOURS OF WORK:**

This is a full time position expected to work in clinic and a healthcare facility which is open 24 hours a day, 365 days a year. Clinic operating hours are most typically Monday – Friday daytime hours. This position is unlikely to work weekends, evenings, nights or holidays.

## **WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



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I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

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I have read and understand the above job description.

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**Employee Signature**

**Date**