



FDIHB MEDICAL STAFF HIRING PROCESS

We've developed a comprehensive step-by-step guide to joining FDIHB, Inc. Should you have any questions regarding the process, please feel free to reach out.

STAGE 1: APPLYING

- **Online Application** - You'll need to complete an online application for a specific vacancy announcement at <https://www.fdihb.org/careers>.
- **Upload of a CV** - To meet the requirements for a medical professional position, please upload your **updated** CV. This step is mandatory. Kindly ensure your CV dates align with the employment dates in your application for accurate verification of your previous healthcare facility appointments.
- **Release of Information Forms** - If the hiring manager requires a National Practitioner Data Bank (NPDB) review, Medical Recruitment will send you Release of Information (ROI) forms. These forms authorize the inspection of all records and documents necessary for the initial evaluation of your professional qualifications for a FDIHB Medical Staff position.
- **Position Description** - Outlines the responsibilities and requirements of the role.
- **Application Assessment** - Applications are assessed according to the information you provide, measured against the criteria established in the Position Description. This enables Human Resources to effectively evaluate your experience and qualifications.

STAGE 2: INTERVIEW/ON-SITE VISIT

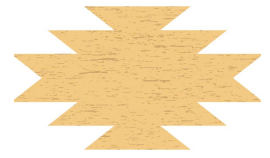
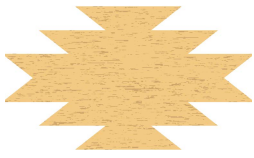
Zoom (Virtual) Interview - FDIHB Medical Recruitment team will schedule a Zoom (Virtual) interview based on your availability and the hiring manager's schedule.

Invitation to Site Visit - FDIHB Medical Recruitment team will work with your availability and the hiring manager's schedule to find the most suitable dates. Medical Recruitment recommends a 3-day schedule for your site visit to ensure productivity: a travel day from home, a full visit day, and a return travel day home. A detailed site visit agenda will be sent once your site visit date is confirmed.

Navajo Area Office (NAO) - When a medical professional expresses interest in other Navajo Area Service sites, Terrah Johnson, *Health Professions Recruitment Manager* along with Navajo Area Office (NAO) will manage your schedule completion and communicate any additional requirements.

Background Clearance - As a condition of employment, all FDIHB, Inc. positions require fingerprint-based criminal background investigations in accordance with **P.L. 101-630 Indian Child Protection and Family Violence Prevention Act, as amended**. This aligns with the **Indian Self-Determination and Education Assistance Act (ISDEAA) (1975)** requiring federally recognized tribes and tribal organizations receiving federal funds to conduct national criminal background investigations on prospective employees who will have regular contact with American Indian children.

Human Resources will send preparatory documents in advance for you to complete, and the original documents will be required upon your arrival. We'll also conduct digital fingerprint scans during your visit.



STAGE 3: OFFER OF EMPLOYMENT

Employment Offer - FDIHB, Inc. Human Resources will send a contingent offer of employment, contingent upon the satisfactory completion of Credentialing/Privileging, Background Clearance, and Occupational Health Clearance.

Credentialing/Privileging Process:

- The Credentialing and Privileging process typically takes a minimum of 90-days. Delphine Lee, *Credentialing Coordinator*, will send a checklist of required documents for your initial appointment to FDIHB Medical Staff.
- FDIHB Medical Executive Committee (MEC) holds monthly meetings, generally on the second Thursday of each month. MEC members conduct the appointment, re-appointment, and clinical privileging processes for FDIHB Medical Staff, in accordance with FDIHB Medical Staff Bylaws, *as amended*.
- FDIHB MEC will not consider an initial application for appointment until **all** required information and documents have been provided and all verifications completed. Delays in submitting documents will result in a new start date. Please work closely with Delphine Lee, *Credentialing Coordinator*, to complete the administrative process.
- An offer of employment may be withdrawn if your initial request to FDIHB Medical Staff is denied.

STAGE 4: HOUSING & ONBOARDING

Housing Assignments - FDIHB Housing Review Group meets monthly, typically on the first Thursday. Please note that Fort Defiance Indian Hospital Board, Inc. cannot promise a specific rental unit; assignments are made based on the Housing Review Group's recommendations. Monthly rental fees will be deducted bi-weekly from your pay.

Human Resources Onboarding Forms - To ensure a smooth transition, Human Resources will send required HR onboarding forms before your official start date. You can submit these documents in person or by scanning and emailing them.



Should you have any questions about the process please do not hesitate to contact us at:

- **Wimberly Slim, HR Generalist (Recruiting):** (928) 729-8542/ E: wimberly.slim@fdihb.org
- **Ophelia Anthony, Medical Recruiter:** (928) 729-8117/ E: ophelia.anthony@fdihb.org
- **Trent Begay, Recruiter Specialist:** (928) 729-8411/ E: trent.begay@fdihb.org