**Medical Director**

**JOB SUMMARY**: The Medical Director is a senior level administrative position with responsibility for all medical services at [CHC] sites inclusive of primary care, behavioral health, pharmacy and coordination with dental care services. This responsibility includes the authority to oversee all clinical aspects of healthcare delivery, regulatory compliance, quality, efficiency, and the supervision of all medical staff including Behavioral Health providers and Pharmacists in close collaboration with the Chief Operations Officer. The Medical Director is directly accountable to [CHC]’s Chief Executive Officer.

**SPECIFIC DUTIES / SKILLS** (as related to the Mission Statement):

Access & Quality

# Health Care Plan:

* 1. The Medical Director shall formulate and lead the implementation and supervision of the Center’s Health Care Plan in close collaboration and coordination with the COO and dental department leadership.
  2. The Health Care Plan shall constitute an organized blueprint of the strategy and logistics of the health care services provided by [CHC].
     + The formula is based on community medical needs, an epidemiological survey of the Service Area, and general demographics.
     + It is used to generate an accurate assessment of the patients’ health care needs.
     + The Health Care Plan shall be reviewed annually and modified as necessary.

# Supervise Health Care Providers:

* 1. In collaboration and coordination with the COO, reviews applications, interviews, and recommends to the CEO potential medical staff members.
  2. In collaboration and coordination with COO, responsible for the evaluation of Physicians, Physician Assistants, Family Nurse Practitioners, Behavioral Healthcare providers and Pharmacists.
  3. Ensures feedback, training, coaching, and mentoring is provided to each provider regarding:
     + Encounter data
     + Peer Review Data
     + Team feedback
  4. Chairs regular provider meetings to keep clinical staff apprised of current corporate goals and objectives as they pertain to patient health management and encourages patterns of care directed toward accomplishment of these goals and objectives.
  5. Maintains strict compliance with the state and federal practice guidelines.
  6. Assures continued medical education, skills, and training for all clinical staff are maintained as required to ensure high levels of professional competency.
  7. Stimulates collegiality among clinical staff so that a cooperative allegiance is cultivated, and productive thinking is fostered.
  8. Provides leadership to the health care team in all disciplines in their pursuit of operating an efficient self-sustaining department.
  9. Sets an example to peers and subordinates by demonstrating exemplary medical and moral ethics.

1. **Preceptor:** Appropriately serves as preceptor to physicians in training, PA’s and FNP’s, as needed.

# Liaison:

* 1. Maintains a liaison relationship assuring communication between the clinical staff and the administrator of the local hospital inclusive of the hospital’s Board of Directors.
  2. Maintains professional relationships with the medical providers in the community.
  3. Participates in external medical, civil and community activities which may have a positive influence on either the clinical operation or the health of all citizens in the [CHC]’s service area.
  4. Whenever feasible, represents [CHC] at State Primary Care Association and/or Regional Primary Care Association, and NACHC meetings to keep abreast of current health issues and maintain a positive corporate exposure.

# Clinic Administration:

* 1. In collaboration and coordination with the COO, advises the CEO in the deployment of personnel in the health care team in order to maximize the skills and knowledge of all individuals.
  2. In collaboration and coordination with the COO, practices prudently the delegatory powers in dispersing the work and responsibilities as appropriate in fulfilling the mission statement of the organization.
  3. In collaboration and coordination with the COO, provides leadership/oversight of the QI process for all clinical programs.
  4. In collaboration and coordination with the COO, provides oversight to lab/diagnostic and pharmacy departments.
  5. In collaboration and coordination with the COO, monitors and intervenes appropriately in clinical management areas.
  6. In collaboration and coordination with the COO, reviews, formulates, and implements specific operational protocols for the Center to include: triage methods, patient flow patterns, referral and tracking procedures, and screening services within the health maintenance structure.
  7. In collaboration and coordination with the COO, determines Hospitalist and OB on-call schedules, coordinates nursing home coverage, and assures adequate staffing to accommodate full out-patient services.
  8. Oversees development of Employee Health Policies.
  9. Lead Incident Command team in conjunction with Infection Control and Risk Management.

# Corporate Administration:

* 1. Participates in Senior Leadership Team meetings.
  2. Formulates goals and objectives as they relate to patient health management.
  3. Attends monthly meetings of the Board of Directors and deals with areas under his jurisdiction either by review or as requested by the Board.
  4. Assists the CEO in the fiscal management of clinical support activities in order to maintain the highest quality of service in the daily operation of a sound medical facility.
  5. Participates in [CHC] strategic planning activities.

# Medical Provider (Refer to respective Job Description)

* 1. Works as a clinical provider.
  2. Remains in good standing with the local and state professional affiliations.
  3. Maintains full active hospital privileges.

# Other tasks as assigned by the supervisor.

**Advocacy**

* 1. Treat all patients with dignity and respect
  2. Provide excellent customer service
  3. Receive training and practice HIPAA guidelines
  4. PHI (Protected health Information) Compliance

**QUALIFICATIONS:**

1. **Education**: Must be a graduate of an accredited medical school.
2. **Licensure**: Must possess current, valid unrestricted license to practice medicine in the State. Must have a valid DEA license.
3. **Experience:** Must possess experience in a leadership role which demonstrates administrative responsibilities in a progressive health care facility and includes personnel management, fiscal controls, health planning, and other related activities.

# GENERAL DUTIES AND RESPONSIBILITIES:

* Maintain a courteous attitude toward internal and external customers at all times
* Ability to work in a team-oriented atmosphere
* Honest, courteous, and professional manner
* Good personal hygiene
* Free of alcohol and drug abuse
* Have a valid state driver’s license and be insurable.

**ESSENTIAL PHYSICAL REQUIREMENTS**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Physical Requirements** | N/A | Rarely (1-12%) | Occasionally (13-33%) | Frequently (34-66%) | Regularly (67-100%) |
| **Standing** |  |  | **x** |  |  |
| **Walking** |  |  |  | **x** |  |
| **Climbing** |  | **x** |  |  |  |
| **Sitting** |  |  |  |  | **x** |
| **Stooping / Kneeling** |  | **x** |  |  |  |
| **Lift/Carry up to 15 lbs.** |  | **x** |  |  | **x** |
| **Lift/Carry up to 30 lbs.** |  | **x** |  |  |  |
| **Lift/Carry up to 50 lbs.** |  | **x** |  |  |  |
| **Push/Pull up to 25 lbs. of exertion** |  | **x** |  |  |  |
| **Push/Pull up to 50 lbs. of exertion** |  | **x** |  |  |  |
| **Work below waist level** |  | **x** |  |  |  |
| **Work at waist to shoulder level** |  |  |  |  | **x** |
| **Work above shoulder level** |  |  | **x** |  |  |
| **Reach further than arm's length** |  |  | **x** |  |  |
| **Fingering** |  |  |  |  | **x** |
| **Grasping / Holding** |  |  | **x** |  |  |
| **Talking** |  |  |  |  | **x** |
| **Hearing** |  |  |  |  | **x** |
| **Seeing** |  |  |  |  | **x** |
| **Work in confined spaces** |  |  | **x** |  |  |
| **Exposed to extreme temperatures** | **x** |  |  |  |  |
| **Operate tools or machinery (incl. office**  **equip.)** |  |  |  |  | **x** |
| **Operate motorized vehicles/equipment** | **x** |  |  |  |  |
| **Work at heights balancing** | **x** |  |  |  |  |
| **Use/exposed to hazardous substances** | **x** |  |  |  |  |

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.*