



CLASSIFICATION NO: 521
Established: 9/99
FLSA: Exempt
EEO: 1

MEDICAL DIRECTOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and supervise the overall activities and staff within the primary health care and dental health care clinical services program including school based health center(s); to provide comprehensive treatment services to clients; to oversee and provide full service primary health care services; to provide medical direction and consultation services to county health providers; to serve as primary medical practice consultant for the agency; and to perform other work as directed/required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Family, and Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development.

The Medical Director is a licensed medical doctor, board certified/eligible in Family Practice or Pediatrics and is responsible for supervising clinic medical providers within Primary Health Care Programs including Perinatal Care, Women's Health, Well-Child, Pediatrics, and Adult Health Care. The Medical Director collaborates with the Clinical Operations Managers and FQHC Director to establish and evaluate the goals and objectives of the clinics, define scope and comprehensiveness of care provided by the clinics, and operate the clinics within the guidelines set by the clinic budget. The Medical Director also provides oversight for clinic laboratory functions. The Medical Director reports to the FQHC Director.

The Medical Director differs from the Public Health Physician that is a licensed medical doctor providing professional services to clients. It also differs from the Clinical Operations Manager that oversees all clinical services within the Primary Health Care Programs.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Evaluates and treats patients; provide after-hours physician back up for the triage nurse; provides on-site consultation for providers regarding patient evaluation and clinic operation issues; serves as facility contact for all medical emergencies.
2. Provides consultation to professional health care staff on medical and practice management issues; consults with providers on difficult cases involving legal or ethical issues, and use of unusual or costly tests or therapies; participates in the development, review and adoption of standing medical orders and diagnostic protocols.

3. Recruits, hires, orients, supervises, directs and evaluates staff, including supervisors/managers and professional clinic provider (MD, NP and PA) staff to provide quality service; reviews and approves provider staff scheduling; prepares performance evaluations; recommends and administers progressive discipline; develops, coordinates, conducts and/or facilitates professional provider staff training and development programs; ensures compliance with legal and regulatory requirements related to individual medical practice; promotes cooperative team efforts among staff and with other County departments; regularly performs clinical chart audits and develops performance standards for all clinic sites (including school based health center(s)).
4. Develops, implements and evaluates primary health care programs and medical service program design; develops, recommends, implements and evaluates policies, procedures, goals, objectives and priorities; identifies, develops, organizes and revises range of program services offered, provider mix, organizational structure and level of community participation; determines staff assignments and allocation of resources; ensures delivery of services conforms to standards, policies and legal guidelines; coordinates services with other Division programs.
5. Participates in the development of a quality assurance plan and promotes Continual Quality Improvement; develops audit criteria, conducts audits and evaluates results; leads the clinic provider group in setting standards in medical excellence; encourages informal/formal provider continuing education; promotes evidence-based practice and engages all providers in practice management activities; participates in resolving and evaluating client complaints regarding quality of care.
6. Prepares and administers primary care program budgets and grant applications in cooperation with the Clinical Operations Managers and FQHC Director; monitors revenue and expenditures; trains and monitors completion of encounter forms for appropriate coding.
7. Participates in local and state organizations and task forces to promote and coordinate primary health care programs; serves as liaison with other County departments and divisions, government agencies and community groups.
8. Supervises learners, including family practice and pediatric residents and nurse practitioner students; recruits community family medicine physicians as volunteer faculty to supervise residents in the clinic; maintains quality of supervision for residents and other learners.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, practices and procedures of Family Medicine, including preventive medicine and pharmacology; Federal, State and local health statutes, rules, regulations and ordinances governing the practice of medicine, Physician Assistants and Nurse Practitioners; methods and techniques of diagnosing and treating a variety of diseases and injuries.

Working knowledge of: Clinic office procedures and practices; principles and procedures of financial record keeping and reporting, including budget preparation and grant writing; business letter writing and general report preparation techniques; English usage, spelling, grammar and punctuation; basic math; principles and techniques of supervision, training and performance management; participative management theories.

Skill to: Ability to diagnose, treat and control diseases and physical injuries/ailments in a culturally sensitive manner for migrant and other under-served populations; communicate effectively, both orally and in writing; develop and implement program goals and policies; prepare and justify budget requests; interpret and apply provisions of Federal, State and County statutes, rules and regulations governing health care; organize, direct, train, evaluate and discipline professional staff providing health care services; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with clinic staff, Public Health and other County employees and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Education: Graduate medical education in an American College of Graduate Medical Education (ACGME) accredited Family Practice residency. For positions within Pediatrics: Graduate medical education in an ACGME accredited Pediatric residency.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid license to practice medicine in the State of Oregon granted by the Oregon State Board of Medical Examiners.
- Current DEA license from the Drug Enforcement Administration to prescribe medications
- Board Certification or Board Eligible in Family Practice, if Board Eligible at time of hire must be Board Certified within one year. For positions within Pediatrics: Board Certification or Board Eligible in Pediatric Medicine.
- Basic Life Support (BLS) certificate

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/19