



POSITION DESCRIPTION

Title: Medical Director	Effective Date: 03/09
Exempt: <input checked="" type="checkbox"/> Non Exempt: <input type="checkbox"/>	Pay Grade: N/C
Position Reports To: Chief Executive Officer	Approved: <u>Signatures on file</u> _____ Supervisor/Manager Date _____ Human Resources Director Date _____ CEO/Management Team Member Date

JOB SUMMARY

The Medical Director is a senior level administrative position with responsibility for all clinical services at CVCH sites. This responsibility includes the authority to oversee all aspects of healthcare delivery, regulatory compliance, quality, efficiency, and the supervision of all medical staff. This is a full-time position with a flexible balance of clinical and administrative duties subject to a threshold of 50% administrative and 50% clinical. Clinical duties include inpatient and outpatient services as a primary care physician including on call responsibilities where appropriate. The Medical Director is directly accountable to CVCH Chief Executive Officer.

PRIMARY JOB DUTIES

I. Health Care Plan

- A. The Medical Director shall formulate, implement, and supervise the Center’s Health Care Plan.
- B. The Health Care Plan shall constitute an organized blueprint of the strategy and logistics of the health care services provided by Columbia Valley Community Health.
 - 1. The formula is based on community medical needs, an epidemiological survey of the Service Area, and general demographics.
 - 2. It is used to generate an accurate assessment of the patients’ health care needs.
 - 3. The Health Care Plan shall be reviewed annually and modified as necessary.

II. Supervise Health Care Providers

- A. Reviews applications, interviews, and recommends to the CEO potential medical staff members.
- B. Evaluates Physicians, Physician Assistants (PA), and Family Nurse Practitioners (FNP) or delegates evaluation of midlevel to the Assistant Medical Director.
- C. Provides feedback to each provider on :
 - 1. Encounter data.
 - 2. Peer Review data.
 - 3. Team feedback.

- D. Chairs regular provider meetings to keep medical 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.
- E. Maintains strict compliance with the state and federal practice guidelines.
- F. Assures continued medical education, skills, and training for all medical staff are maintained as required to ensure high levels of professional competency.
- G. Stimulates collegiality among medical staff so that a cooperative allegiance is cultivated, and productive thinking is uninhibited.
- H. Provides leadership to the health care team in all disciplines in their pursuit of operating an efficient self-sustaining department.
- I. Sets an example to peers and subordinates by demonstrating exemplary medical and moral ethics.

III. Preceptor

- A. Appropriately serves as a preceptor to physicians in training, PAs and FNPs, as needed.

IV. Liaison

- A. Maintains a liaison relationship assuring communication between the medical staff and the administrator of the local hospital inclusive of the hospital's Board of Directors.
- B. Maintains professional relationships with the medical providers in the community.
- C. 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 CVCH service area.
- D. Whenever feasible, represents CVCH at WACMHC, NWRPCA, and NACHC meetings to keep abreast of current health issues and maintains a positive corporate exposure.

V. Clinic Administration

- A. Advises the CEO in the deployment of personnel in the health care team in order to maximize the skills and knowledge of all individuals.
- B. Uses prudently the delegatory powers in dispersing the work and responsibilities as appropriate in fulfilling the mission statement of the organization.
- C. Provides leadership/oversight of the Quality Improvement (QI) process for Medical Clinic.
- D. Provides oversight to lab/diagnostic and pharmacy departments.
- E. Monitors and intervenes appropriately in clinical management areas.
- F. 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.
- G. Responsible for on-call schedules, coordinating nursing home coverage, and assuring adequate staffing to accommodate full out-patient services.
- H. Oversees development of Employee Health Policies.

VI. Corporate Administration

- A. Participates in Management Team meetings.
- B. Guides and assists the CVCH Management Team in formulating Goals and Objectives as they relate to patient health management.

- C. Attends monthly meetings of the Board of Directors and deals with areas under his jurisdiction either by review or as requested by the Board.
- D. 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.
- E. Participates on CVCH strategic planning activities.

VII. Physician Provider (Refer to Physician Job Description)

- A. Maintains a full patient load in accordance with .5 FTE clinical position.
- B. Remains in good standing with the local and state professional affiliations.
- C. Maintains full active hospital privileges.

GENERAL DUTIES AND RESPONSIBILITIES

1. Performs other duties and tasks as assigned by supervisor.
2. Expected to meet attendance standards and work the hours necessary to perform the essential functions of the job.
3. Employees are expected to embrace, support and promote the core values of respect, integrity, trust, compassion and quality which align with the CVCH mission statement through their actions and interactions with all patients, staff, and others.
4. Follows all safety policies and general housekeeping practices. Ensures the area and its equipment and supplies are neat, clean, safe and utilized appropriately at all times, and participates in emergency drills.
5. Demonstrates positive attitude toward clients, co-workers, and outside agencies.
6. Supports interdisciplinary team in area by listening to concerns and suggestions and by providing follow-up and feedback in a timely manner.
7. Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.
8. Must be able to tolerate frequent work interruptions, organize work and reset priorities in order to complete work responsibilities in a timely manner.
9. Follows all established policies, guidelines, and procedures, including federal and state regulations to assure safe practices and quality patient care. Includes following of Universal Precautions and Infection Control Standards and compliance with Joint Commission and HIPAA regulations.

JOB SPECIFICATIONS

1. **Education:** Must be a graduate of an accredited medical school and must have completed a residency program. Must be a board certified primary care physician. Management experience and advanced training such as an MBA, Masters of Public Health, or Administrative Medicine Certification preferred.
2. **Certification/Licensure:** Must possess current, valid unrestricted license to practice medicine in the State of Washington. 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. Experience working in a community health center or managed care environment. Equivalent experience will be considered.

- 4. Essential Technical/Motor Skills:** Knowledge of computer applications and equipment related to work. Basic keyboarding skills and must have strong experience with Microsoft Office software. Exhibit strong customer service skills, strong process improvement background. Ability to represent the organization in a professional manner in a variety of settings, meet people with ease and have excellent written and verbal skills is a must. Bilingual English/Spanish preferred.
- 5. Interpersonal Skills:** Possess an amicable personality toned with controlled authority and the ability to lead individuals with respect. Attuned to the unique needs of the indigent and under-served with practice emphasis placed on rural medicine needs. Excellent interpersonal and communication skills; ability to work with physicians, dentists, nurses, and other professional/technical staff and senior management within the system. Demonstrated skill in developing and maintaining productive work teams. Ability to demonstrate personal integrity in all interactions. Excellent organizational, interpersonal and networking skills with large groups as well as with individuals are essential. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public. Must have sensitivity to low income and ethnic minority community.
- 6. Essential Physical Requirements:** Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for prolonged periods of time. Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care services, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires working under stress in emergency situations or irregular hours.
- 7. Essential Mental Abilities:** Maintain authoritative skill and knowledge in the principles of sound medical practice. Able to communicate the base of knowledge necessary to teach medical personnel preparing to fulfill a career in medicine. Ability to work under stress. Thorough organization, management, and human relations skills with a style which reflects maturity, leadership, sensitivity, flexibility, and teamwork. Demonstrated experience in working with culturally diverse populations; thorough understanding of the issues facing Community Health Centers derived through prior management experience; and knowledge of specific operating systems of Community Health Centers, such as patient flow and billing; achievements in developing new services and patient volume in similar organizations in coordination with the CEO. Ability to make decisions in line with state and federal regulations; ability to read, comprehend, and analyze documents, regulations, and policies; ability to prepare and submit complete and succinct documents necessary to the job. Ability to assess and evaluate, have attention to detail. Problem solving and analytical skills are required with a heavy emphasis on detailed analysis of information to support actions.
- 8. Essential Sensory Requirements:** Must be able to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens, close vision, distance vision, color vision, and ability to adjust focus. Able to use stethoscope and respond to verbal questions. Ability to read computer keyboard, monitor, and documents; prepare and

analyze documents; read extensively; see, recognize, receive and convey detailed information orally, by telephone and in person; convey accurate and detailed instructions by speaking to others in person and by telephone.

9. **Exposure to Hazards:** Worker is subject to inside environmental conditions on a frequent basis with moderate noise. Typical working conditions found in most administrative work areas. Worker has contact with consumers and other staff and may be exposed to medical conditions presented by them. There is potential for exposure to communicable diseases and/or bloodborne pathogens.

10. **Blood/Fluid Exposure Risk: (Check the right category)**

- Category I:** Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involve no greater exposure to blood, body fluids, or tissues than would be encountered by a visitor. Category I task are not a condition of employment.

11. **Age Specific Competency:** Possesses knowledge and skills required to effectively care for and assist patients in the following age groups (Check all that apply)

- Neonatal (Birth – 30 days)
 Infant (30 days to less than 1 year)
 Pediatric (1 year – 12 years)
 Adolescent (12 years – 18 years)
 Adult (18 years – 65 years)
 Geriatric (65 years – Death)

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 may, with or without notice, add or change the duties at any time. Employees are employed "at will".

AUTHORIZATION:

Employee

Supervisor

"It is the mission of Columbia Valley Community Health to provide access to improved health and wellness with compassion and respect for all."