



MEDICAL DIRECTOR

Job Summary: The Medical Director (MD) performs overall leadership of medical care services and ensures all medical services are provided in accordance with the Assistant Surgeon General in the regional Program Guidance Memo 87-88; and in accordance with the policies and procedures of CCIHS. The MD functions as a member of the multi-disciplinary health care team and provides a wide variety of clinical services including planning, directing and coordinating the clinical aspect of the multiple centers on the day-to-day basis.

Duties and Responsibilities:

- Develops the Center's health care plan based on community health needs, epidemiology of the community, and health behavior of the community.
- Recommends clinical objectives and participate in the designation of priority objectives for the health center with reference to implementation of the health care plan.
- Ensures compliance with all state, federal and regulatory standards.
- Assists in developing the organizational plan for health service operations and provide for efficient use of personnel in the applications of multiple health skills (disciplines) to community and individual health problems.
- Participates in community organization activities designed to modify community health behavior, epidemiology and/or needs.
- Participates in the development of clinical activities budget, including staffing and support plan and equipment needs projection.
- Oversees credentialing process for all medical staff.
- Oversees the peer Review process.
- Participates in the recruitment, hiring and training of medical staff.
- Participates in the development, update and annual review of protocols and standing orders for providers and nurses.
- Input/recommendation on the selection of medical equipment and information management system.
- Oversees services performed by staff family practitioners, nurses and medical assistants.
- Oversee operations of the Medical Records Department.
- Oversees services provided by volunteer providers providing during a disaster.
- Serves as Director for the Laboratory Services Department.
- Participates in the periodic review of practice management function, e.g., patient flow, out-reach services, follow-up missed appointments, referral tracking.
- Schedules and conduct regular meetings with clinical staff.
- Represents health service management in health center administrative meetings, and, under the supervision of the Chief Executive Officer, in Board of Director meetings.
- Provides on-site, day-to-day health service supervision of staff;
- Maintains input in functions regarding the responsibilities and privileges of administrative personnel supervision ancillary (e.g., laboratory, x-ray, pharmacy) services.
- Schedules health service assignments, rotations, call, leave, etc.;
- Participates in continuing education, in-service training, and orientation of health service staff.
- Reviews and presents Principles of Practice for PPA's and Fed-hire NHSC personnel.

- Advocates for the health center and serve as liaison to (including active membership in) local and state professional societies, as well as to health officials, organizations, and health training institutions, as appropriate.
- Participates in Quality Improvement/Risk Management and Health Care Review (for credentialing matters) Committees.
- Supervises the development, implementation, and operation of a quality assurance program as it relates to patient care.
- Presents reports on health and quality assurance matters to the Board of Directors regularly and periodically, as determined by the Chief Executive Officer and the Board of Directors.
- Formulates and recommends changes in health service programming which are seen to be needed for analysis of health service data, or changes in health behavior, epidemiology or problems in the community.
- Performs all phases of a family practitioner's responsibilities.
- Ensure that an Off Hour On-call schedule is implemented and all providers adhere to the schedule.
- Ensures that there is a maintenance log of patient's calls and course of actions.
- If necessary, collaborate with mid-level provider on course of action for all off-hour calls.
- Ensure clinical supervision of all mid-levels and providers.
- Ensures that mid-level providers perform procedures/tasks and prescribes within constraints applicable to federal, state and local guidelines.
- Reviews and co-signs chart documentation of patients seen by mid-level providers within time frame dictated by current state regulations.
- Be available for consultation either by physical presence or electronic communications for conditions defined as requiring consultation.
- Evaluation and documentation of mid-level providers' performance.

Knowledge, Skills and Abilities

- Knowledge of the principles and practice of medicine as related to public health organizations and FQHC organizations.
- Completion of an accredited general practice residency program is preferred.
- Minimum of five (5) years clinical experience preferred.
- Excellent interpersonal and written communication skills required.
- Ability to maintain appropriate clinical privileges required and hospital privileges.
- Requires a comprehensive knowledge of all phases of primary health care in outpatient settings.
- Ability to record, organize, analyze and present data with accuracy, thoroughness, and attention to detail.
- Ability to analyze complex information and develop strategies, plans, and procedures to address medical policies of the department.
- Must be able to use online data resources and use various computer database and reporting tools.
- Ability to communicate complex medical information clearly and concisely, both orally and in writing.
- Ability to interpret and apply Federal & State regulations, procedures and policies into all aspects of the work.
- Proficiency in PC operation and the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web based collaboration tools.
- Self-motivated, Team player and disciplined.
- Ability to work effectively in groups and collaborative environment.

Licensure/Certification

- Board eligible or board certified in Internal Medicine, Family Practice, or Pediatrics.
- Unrestricted license to practice medicine in the State of Texas (Not applicable to commissioned NHSC PHS officers).
- Current CPR (BLS) certification. ACLS certification preferred.
- Texas DPS and DEA registrations.
- Medicare and Medicaid provider numbers.

Working Conditions and Requirements

- Pleasant comfortable environment, some direct patient interactions/contact, usually work a 40-hour week, some overtime may be required.
- May be required to travel from one CCIHS site to another to perform duties/tasks and/or distribute documents, as deemed necessary.
- Must be able work at all CCIHSC locations, if needed.
- Must present proof of highest academic level of education.
- Must have two forms of identification to meet Employment Eligibility Verification, i.e., driver license, social security card, etc.
- Must be willing/agreeable to work weekends if needed.
- Must be able to handle some work-related stress
- Stand for prolonged periods of time and withstand a moderate amount of walking.
- Bend, stop and lift and/or push up to 50 pounds with reasonable accommodations as applicable.