



# Tiburcio Vasquez Health Center, Inc.

33255 Ninth Street, Union City, California 94587

Administration: (510) 471-5907 Appointments: (510) 471-5880 Fax: (510) 471-9051

## JOB DESCRIPTION

<b>POSITION:</b>	Associate Medical Director
<b>REPORTS TO:</b>	Chief Medical Officer
<b>DEPARTMENT:</b>	Clinical Services
<b>TIME/STATUS:</b>	1.0 FTE, Regular, Exempt
<b>BENEFITS:</b>	Full
<b>UNION:</b>	No

### POSITION SUMMARY

Under the direct supervision of the Chief Medical Officer (CMO), the Associate Medical Director is responsible for the day-to-day supervision of primary medical care services. S/he will supervise Clinical staff providing sound guidance and direction in the absence of the Chief Medical Officer. This position combines direct service with hands-on administrative responsibilities in support of all Clinical programs. Working as a collaborative partner with the Chief Medical Officer, the incumbent provides real-time analysis and recommendations for improvement in clinical operations across multiple levels/functions. In addition, the position works internally to represent Clinical in special programs/projects for the effective integration of multidisciplinary patient/client services across multiple departments. Based on the discretion of the Chief Medical Officer, the Associate Medical Director may represent the Clinic to external stakeholders acting as a liaison for TVHC.

### DUTIES AND RESPONSIBILITIES UNDER DIRECTION OF THE CHIEF MEDICAL OFFICER

1. Manages administrative responsibilities such as effective integration and coordination of the clinical services department; scheduling and conducting clinical staff meetings as requested by CMO, orienting and mentoring all new Physicians and mid-level providers; ensuring clinical staff is continually trained and supervised and that activities of medical staff are coordinated with other operating units of the organization.
2. Responsible for setting providers' schedules including "call" schedule, ensures distribution of new and revised schedules in a timely fashion to all providers, intake/eligibility supervisors, and Administration.
3. Supervises all providers, including performing new hire orientations, conducting peer review process, corrective action counseling, terminations, and approving all requests for leaves of absence, training, special requests.
4. Assumes clinical responsibility in conjunction with the Chief Medical Officer. Provides regular, ongoing, and special reporting in functional areas. Assumes Site Supervision role as directed by the Chief Medical Officer
5. Fosters an environment that promotes TVHC's Quality Assurance and Improvement Program and is responsible for removing barriers to achieving quality in medical care and for reporting to internal and external committees and entities, as required.
6. Participates and takes proactive role in customer service related issues and ensures to adhere to the values created by TVHC; by continually striving to improve and provides quality patient care, treating everyone with respect and dignity, promoting teamwork and cooperation to create an environment that maximizes efficiency and satisfaction, encouraging open communication and adhering to all established ground rules.
7. Provides at least thirty-two (32) hours per week of direct clinical medical services in the area of board certified (or board eligible) medical specialty in accordance with the highest applicable standards of medical and professional practice and in full accordance with health center protocols, policies and Job Description; Associate Medical Director.
8. Provides leadership, vision, and direction in developing new medical service delivery areas for TVHC; directs, monitors and evaluates programs, revising and adapting as necessary and/or appropriate; assists in

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LOGAN HEALTH CENTER • 1800 H Street, Rm.171, Union City CA 94587

TENNYSON HEALTH CENTER • 27035 Whitman Street Rm.A1, Hayward CA 94544

WIC PROGRAM • 32970 Alvarado-Niles Road Ste. 760, Union City, CA 94587 • (510) 471-5913

FAMILY SUPPORT SERVICES • SCHOOL BASED/SCHOOL LINKED HEALTH SERVICES • 29800 Mission Blvd., Hayward, CA 94544

formulation and/or revision of medical program/clinical services policies and protocols Facilitates Clinical Protocols/Guidelines implementation and updates at all TVHC, Inc. sites with a focus on quality for patient care. Participates in developing and implementing safety programs for clinical and patient care environment

9. Attends and represents TVHC to consultative and advisory bodies; to collaborating agencies, at specific institutions, and at conferences, as requested to enhance collaborative efforts with these organizations and institutions.
10. As needed, attends Alameda County meetings on clinical evacuation and emergency response meetings that work to integrate new strategies with existing Clinical protocol.
11. Addresses site provider needs assessment as on-going basis and assists in Provider Staffing Plan as appropriate. Assures adequate staffing, including provider scheduling and room assignments. Works with the HR department in recruiting, screening and hiring of new providers as directed by the Chief Medical Officer.
12. Provides overall direction and coordination of continuing medical education, training, and support for health care personnel; chairs provider meetings when needed and collaborates with Director of Operations for clinical meetings; assists in medical decision-making, as requested and as necessary or prudent.
13. Maintains affiliation with appropriate professional organizations. Monitors the placement of residents and preceptors. Works with the Chief Medical Officer on recruitment and retention strategies through the National Health Service Corps.
14. Assist in the design, implementation, and evaluation of clinical programs. Assist in planning and supervising new technologies and programs including i2i and EHR. Works collaboratively with other departments for the successful integration of services as appropriate.
15. Assumes other responsibilities at the direction of the Chief Medical Officer including but not limited to staff performance evaluations, monitoring providers' PAQs.
16. Demonstrates commitment to, and understanding of, TVHC's Service Excellence Standards, by modeling service excellence in all internal and external relationships, addressing service excellence deficits in staff, and in performance of all duties and responsibilities of this position.
17. In Chief Medical Officer absence, or when directed by the CEO or Designee: Assumes responsibilities and authorities of Chief Medical Officer, on an interim basis as required to ensure regulatory compliance and the ongoing clinic operations of TVHC.
18. Collaborates with Management Team members, as directed, to develop strategies and policies and provides consultation within scope of responsibility.
19. Provides additional assistance within and outside of clinical arena, as requested and/or as appropriate, to ensure the ongoing success of the organization.
20. Performs other related duties as may be assigned by Chief Medical Officer and or Chief Executive Officer.

## **QUALIFICATIONS**

1. Current, valid license to practice medicine in the State of California, including DEA license and CPR, required.
2. Clinical proficiency related to area of medical specialty.
3. Current, relevant, and substantial knowledge of areas related to health center licensing and operations, e.g., legal/regulatory, administrative, policy, protocols, and other clinical issues, especially within a managed care environment, required.
4. Knowledge and understanding of mid-level supervision agreement and regulations.
5. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings,

required.

6. Excellent written and verbal communication skills required.
7. Understands and is committed to maintaining highest level of confidentiality.
8. Demonstrated ability to provide leadership to staff and build the trust and respect of patients, staff, colleagues and external contacts.
9. Willingness and ability to work some evenings and weekends, as needed.
10. Ability to utilize computer technology preferred, and willingness to develop and adapt to the evolving technological requirements of modern medical health center practices required.
11. Demonstrates flexibility in regards to job duties and assignments.

#### **EDUCATION AND EXPERIENCE**

1. Board certification, or Board eligible, in a major primary care specialty field of practice.
2. Strongly prefer minimum three years' experience in progressively responsible administrative or management-related positions within a primary health care environment, preferably in medically needy and underserved communities and in a community health center setting.
3. Previous experience supervising providers and other clinical staff is essential, with demonstrated record of success.
4. Previous experience providing services and exercising leadership in a culturally and linguistically diverse setting, with demonstrated success.
5. Previous experience working within a managed care environment strongly preferred, especially with experience in administrative/management capacity.

**APPROVED** \_\_\_\_\_ Date \_\_\_\_\_  
Chief Executive Officer

**APPROVED** \_\_\_\_\_ Date \_\_\_\_\_  
Board of Directors

I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

\_\_\_\_\_  
Employee Signature Date \_\_\_\_\_

\_\_\_\_\_  
Print Name