

Primary Health Care, Inc.

JOB TITLE: Medical Director

Grade: 18

FLSA: Exempt

GENERAL DESCRIPTION: Under general supervision of the Executive Director and in collaboration with the administrative team, the Medical Director develops, implements, and evaluates the medical practice delivery model in accordance with the goals of Primary Health Care, Inc. (PHC). The Medical Director shares in the administrative functions that directly impact medical services and collaborates with the management team in overall planning and budget activities. The Medical Director assures delivery of quality services to all patients. In the absence of the Executive Director and the Operations Director, this position assumes all non-provider leadership responsibilities.

Also performs clinical responsibilities as agreed upon by the Executive Director.

CHARACTERISTIC DUTIES:

Management Functions:

1. Participates in the recruitment and selection process for medical providers.
2. Performs clinical supervision of medical staff, including regular performance appraisals and feedback to staff.
3. Provides supervision of clinical scheduling, call and leave for medical staff.
4. Provides supervision of continuing professional education, in-service training and orientation of new medical staff.
5. Approves student affiliation agreements and student rotations; responsible for overall performance of clinical students in the health center.
6. Ensures integration of medical services into PHC's overall comprehensive services.
7. Advises on purchase of medical equipment.
8. Leads planning for the development of new clinical programs.
9. Provides counsel in personnel matters relating to the clinical staff.
10. Facilitates medical staff/provider meetings.
11. Performs or delegates responsibility for quarterly medical record reviews for all medical staff focusing on quality of care and appropriate coding.
12. Supervises physician assistants and nurse practitioners in the PHC programs.
13. Assists staff with treatment modalities pertinent to PHC patient populations.
14. Reviews input from medical staff on their ideas and concerns with the Executive Director.

Administrative Functions:

1. Development of standards and qualifications for medical personnel.
2. Approval of medical practice procedures and policies.
3. Responsible for the credentialing and privileging of the medical staff; serves as the chair of the Credentialing Committee.
4. Keeps abreast of FTCA regulations and advises management team on necessary changes.
5. Completes the Health Care Plan for the annual PHC grant, establishing goals and criteria for the projects.
6. Provides clinical guidance and regularly reports on clinical activities at the Board of Director's meetings.
7. Reviews clinical and patient care contracts for services provided to or by PHC.

8. Performs periodic review of practice management functions.
9. Serves as a liaison between medical staff and administration.
10. Represents PHC at local medical societies, hospitals, professional organizations, groups and agencies.
11. Advises on schedules of fees (and related discounts for services to patients, as appropriate) to be charged for professional services rendered by PHC medical providers.
12. Participates, in conjunction with the management team, in the overall budget planning and monitoring process; reviews the formulation and evaluation of project goals and budgets.
13. Attends designated PHC meetings; represents PHC at local, state and federal level.
14. Reviews and is familiar with grant programs and UDS reports.

Performance Improvement Functions:

1. Oversee and maintain performance improvement processes for Primary Health Care, Inc. as established by the health center, JCAHO, the federal government, and any other entities.
2. Reviews results of patient satisfaction surveys
3. Reviews patient complaints.
4. Actively participates and supports the Health Disparities Collaborative efforts throughout the health center.

General:

1. Demonstrates an understanding of PHC's mission in performing all aspects of the position.
2. Demonstrates a caring and helpful attitude when interacting with patients, vendors and fellow employees. Strives to build cooperative partnerships with internal and external customers.
3. Assists in promoting a medical staff environment in which the medical providers retain independent judgment and responsibility in the practice of medicine, subject to peer review by, and recommendations from PHC's Medical Director. Provides an environment in which the medical providers follow and abide by the ethics of the medical profession, all applicable federal, state and local laws and ordinances, and any and all other policies adopted by PHC.
4. Handles confidential information as defined in PHC's policies.
5. Participates in other program activities as appropriate.

MINIMUM QUALIFICATIONS:

1. M.D. or D.O. degree from an accredited medical school
2. Board certified in one of the primary care specialties.
3. Current State of Iowa medical license.
4. Clinical teaching experience and private practice experience desirable.

PREFERRED QUALIFICATIONS

1. At least two years experience working with indigent populations and community based programs.

PHYSICAL DEMANDS

SEDDENTARY (Requires lifting 10 lbs., carrying small objects) _____
 LIGHT (Requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) X
 MEDIUM (Requires lifting 50 lbs., with frequent carrying of up to 25 lbs.) _____

HEAVY (Requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) _____
 VERY HEAVY (Requires lifting over 100 lbs., such as moving furniture) _____

CODES: **C** = Continuously, **F** = Frequently, **O** = Occasionally, **R** = Rarely
 (70% or more) (40-70%) (15-40%) (less than 15%)

Standing	C	Reaching	C	Body Pivoting	R
Sitting	F	Grasping	C	Climbing stairs, ramps)	F
Walking	C	Fine Dexterity	C	Vision:	R
Lifting	O	Kneeling	R	Reading	R
Carrying	O	Crouching	O	Distance	F
Pushing/Pulling	R	Balancing	R	Depth Perception	C
Hearing	C	Crawling	C	Color	C
Talking	C	Bending	O		

WORKING ENVIRONMENT

Definitions for OSHA working environment are: Category I -- Involves *routine* exposure to blood or body fluids,
 Category II – Involves *possible* exposure to blood or body fluids,
 Category III – Involves *no* exposure.

OSHA category for this position is **Category II**.

SUPERVISION

Received: Executive Director
 Exercised: Medical/Dental Practitioners

AGE OF THOSE SERVED IN THE ASSIGNED SERVICE AREA

(please check those applicable)

- Neonate/ Infant 0-1 yr
- Toddler/ Preschool 1-5 yrs
- School Age 6-12 yrs
- Adolescent 13-18 yrs
- Adult 19-65 yrs
- Aging Adult 66+ yrs
- Not Applicable

APPROVED BY

 Executive Director

 Operation Director

Issued: 6/92
Reviewed: 6/95, 1/97
Revised: 6/95, 11/97, 1/98, 1/99, 2/03, 7/04

DISCLAIMER: The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

I have reviewed and received a copy of this job description.

Employee Signature

Date