



#### MISSION

*Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.*

## JOB DESCRIPTION

### POSITION:

### Medical Director

Reports to:

Chief Executive Officer

Revised:

March 2015

Department:

Clinical

FLSA:

Exempt

**Position Summary:** Under the general supervision of the Chief Executive Officer of Northland Community Health Center, Medical Director is responsible for medically directing patient care teams of physicians, mid-level providers, and nurses in four FQHC health center sites in Burke, McLean, Sheridan, Rolette and Ward Counties.

**Supervision Exercised:** Provides executive team leadership to Clinical Staff.

### Position Responsibilities:

#### Director Duties:

1. Provides medical direction and administration including, but not limited to, developing clinical practice guidelines.
2. Preparing reports for the Governing Board
3. Supervising physicians and mid-levels; performing quality assurance activities
4. Reporting to Clinic Leadership Team and Executive Team
5. Participating and directing provider and medical care team meetings
6. Establishing linkage with pharmacy, dental care, and community referral entities, social support resources to improve and expand the scope of services available through community referrals.
7. Working with agency businesses, dental, pharmacy, and lab managers to address mutual concerns.
8. Establishes positive relationships with local medical community and attends local medical society functions.

#### Physician Duties:

1. Interviewing patients to obtain history, performing physical examination, ordering lab and other tests, prescribing medications and treatments.
2. Providing continuity in managed care for patients with pre-existing long term problems.
3. Making referrals for secondary and tertiary care.
4. Performing medical procedures, according to privileges issued.
5. Providing health maintenance visits, evaluating for immunizations, and providing anticipatory guidance and referrals; performing contract and special physical examinations as EPSDT, HeadStart, employment, etc; performing STD (sexually transmitted disease) and family planning screening and education.
6. Documenting all patient contact accurately and legibly on the medical record.
7. Performing as an active member of the medical team.

### Position Qualifications:

1. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
2. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
3. Ability to work effectively with managers, co-workers, members of the public and professional groups.
4. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains

ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.

5. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.
6. Ability to follow NCHC Clinic practice guidelines – including adhering to the NCHC immunization policy and the NCHC Mission and Vision and NCHC Corporate Compliance Policy.
7. Ability to receive constructive feedback including evaluation of provider's productivity and practice attributes.
8. Other duties as assigned, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.
9. Communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
10. Follow NCHC Clinic practice guidelines – including adhering to the NCHC immunization policy and the mission, vision.

**Minimum Qualifications:**

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
3. Must be computer literate with ability to enter information in the NCHC EHS system and compile reports or data as requested.
4. Must be able to read, write and speak English.

**Education and/or Experience:**

*Preference will be given to work experience in a public health or community clinic setting, previous work experience as a Medical Director, completion of an accredited primary care residency program, or Board Certification (or eligible) in Family Medicine or Internal Medicine.*

**License and / or Certification:**

1. Current licensure as an MD/DO to practice in the State of ND by the State Board of Medical Examiners.  
Current DEA, DPS certification
2. Current CPR Certification required (ACLS preferred)
3. Valid North Dakota Driver's License
4. DOT Certification
5. Current Immunization Records
6. Current PPD
7. Must be able to meet and maintain current NCHC credentialing and privileging requirements.

**Special Requirements:**

- Must be willing to travel between NCHC health centers. Must be willing to work evening hours and weekends if necessary.

**Appearance Standards:** This position shall follow the appearance standards as outlined in the NCHC Personnel Appearance Policy.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

**Physical Requirements:**

NCHC CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision – near			X	
Vision – w assistance			X	
Walk			X	
Sit			X	
Reach outward		X		
Reach above shoulder		X		
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs	X			
41-100 lbs	X			
Not Applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

**Travel:** ☐ is not required      It is anticipated that travel will be: ☐ 5% - 10%      ☐ 50% - 75%  
☒ 10% - 25%      ☐ 75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

Print Name

Signature

Date