

COMMUNITY HEALTH CENTER

Mission: *To promote the health of low-income, working uninsured, and other vulnerable children and adults in Jackson County, Oregon.*

Job Description

POSITION TITLE: Medical Director/Clinic Physician
STATUS : Exempt/Confidential
DEPARTMENT: Administration

POSITION SUMMARY:

Implement Community Health Center's mission, philosophy and goals in all activities. Plan, organize, direct and evaluate the clinic services provided by Community Health Center staff. Ensure the implementation of current clinical best practices in the management of clinic patients. Oversee all clinical management activities including provider recruitment, development and retention, establishment and achievement of provider productivity benchmarks, clinical quality improvement, utilization management and risk management to ensure quality, cost-effective care for specific populations. Develop, implement, evaluate and revise the organization's Health Services Plan. Supervise paid and volunteer provider staff and the Lab Director. Serve as the organization's Disaster Preparedness Officer. Protect the dignity, privacy and confidentiality of patients and their families, as well as co-workers and others.

SUPERVISION RECEIVED: Works under the direct supervision of the Executive Director.

SUPERVISION EXERCISED: Supervision of clinic providers, volunteer providers and Lab Director.

ESSENTIAL RESPONSIBILITIES: Medical Director

1. Retain, supervise, mentor and evaluate provider staff, the Lab Director and volunteer providers;
2. Orient new medical providers and assess their skills and expertise to manage and treat patients and to perform medical procedures consistent with clinic policy and procedure;
3. Oversee and assure adequacy of provider staffing through management of an equitable schedule of provider time off;
4. Approve or deny requests from clinical staff to attend various medical education conferences.
5. Serve as Chair of the Clinical Quality Improvement Committee and assure the implementation of a clinical quality improvement program;
6. Assure the development, implementation and evaluation of the organization's annual health plan. Prepare an annual report of outcomes and proposed revisions for board approval;
7. Develop and implement written clinical policies, clinical procedures, medical protocols and medical standards of care based on current clinical best practices and community norms;
8. Assure provider staff (paid and volunteer) compliance with applicable clinical and organizational policies and procedures;
9. Serve as a member of the organization's Senior Management Team;
10. Serve as a liaison to the broader medical community, including Jackson County Medical Society, local hospital(s), and Prime Care;
11. Travel to all clinic sites is an expectation of this position;

12. To the degree that time and resources permit, advocate for low-income patients at appropriate public policy forums; and
13. Work with the Executive Director, the Leadership Team and Board of Directors to achieve the organization's mission.

ESSENTIAL RESPONSIBILITIES: Disaster Preparedness Officer

1. Interface with local and national public health officials, the Center for Disease Control, and the Federal Emergency Management administration in the event of a need for a response to an actual or potential bioterrorism incident or other public health emergencies.

ESSENTIAL RESPONSIBILITIES: Consulting Physician

1. Perform history taking, physical examination, diagnosis and therapeutic treatment planning within the limits of his/her license, certifications and organizational policy;
2. Order diagnostic testing as indicated;
3. Interpret results of diagnostic testing and plans appropriate follow-up with individual patients taking into account their physical, emotional and financial resources;
4. Include basic principles of healthful living and health risk reduction as part of patient encounters;
5. Respond to request for medication refills in a timely fashion;
6. Make referrals to specialists as necessary;
7. Maintain accurate and legible records using the SOAP recording format;
8. Develop and maintain positive working relationships with members of the general medical community; and
9. Participate in professional development activities to keep current with health care trends and practices.

QUALIFICATIONS:

- Current Oregon medical license;
- Current DEA number;
- Current Basic Life Support Certification.

KNOWLEDGE and SKILLS:

- Demonstrated leadership and supervisory skills;
- Ability to communicate effectively both verbally and in writing;
- Knowledge of HIPAA regulations;
- Knowledge and ability to write, interpret, apply and enforce organizational policies, procedures and systems.
- Ability to participate effectively as a team member;
- Experience working with mid-level practitioners;
- Willingness to work a flexible schedule when circumstances necessitate;
- Knowledge of family practice and community health;
- Commitment to a team approach to patient services;
- Commitment to patient education;
- Commitment to the purpose and goals of Community Health Center and agreement with Community Health Center's philosophy;
- Spanish language skills highly desirable;
- Experience in supervisory / medical director role highly desirable.

Physical Demands: Lifting, bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range;

Hazardous Conditions: Exposure to infectious diseases; potential exposure to physical violence;

Work Condition: 100% inside;

Exposed to: Cold/heat controls, close contact with sick people;

Machines, equipment, tools and supplies used: computer, fax, copier, calculator;

Multiple Duties: Must be able to work under conditions of constant interruption and be able to stay on task.

EDUCATION: Graduate of an accredited medical school. Board certified in Family Practice or Internal Medicine

EXPERIENCE: Minimum five years experience as an MD or DO and one year supervisory experience preferred.

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the position of Medical Director/Clinic Physician and agree to perform the identified essential functions and expectations in a safe manner and in accordance with CHC's established policies and procedures.