

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Medical Director

SUPERVISOR: Executive Director

RESPONSIBLE TO: Executive Director

SALARY GRADE: Contract Basis

GOAL: To assure the provision of quality medical care to the service area and to maintain and update the LVHC health care program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with overall coordination and administration of center health care services and activities including clinical indicators, health care plan and quality assurance. Oversees Quality Assurance Program.
2. Assists with development and implementation of medical care policies and procedures to ensure compliance with existing standards, practices and funding source regulations.
3. Responsible for establishing and supervising implementation of health care plan for annual grant proposal to the Bureau of Primary Health Care.
4. Participates in the coordination of community agencies and/or resources in providing continuity of care.
5. Assures that health care providers operate as a team. Conducts scheduled monthly meetings with health care providers.
6. Participates in the continuing education of the medical staff.
7. Assumes responsibility for oversight of CLIA Waived Clinical Laboratory
8. Participates appropriately in LVHC activities
9. Assist with hiring, supervision and evaluation of medical staff;
10. Assist in acquisition of medical equipment and laboratory and pharmaceutical services;
11. Reports to Board of Directors regarding clinical issues on a quarterly basis.
12. Meets with Executive Director and Chief Financial Officer once a week to set daily patient goals for all providers and assure that all providers meet their patient goals per day.
13. Other job-related duties as assigned.

SPECIFIC FUNCTIONS REGARDING PATIENT CARE:

1. Elicits a chief complaint, history of present illness, patient profile, past medical history, family history and review of systems. This includes the social, economic and emotional data.
2. Performs a physical examination, using the skills of auscultation, percussion, palpation and inspection.
3. Establishes a problem list and plan of therapy which includes teaching and counseling, ordering and performing laboratory and diagnostic tests for baseline data, diet, pharmacotherapy, activity using problem oriented medical record system.
4. Determines final disposition of client.
5. Makes appropriate referrals to other resources when needed.
6. Provides follow-up care for monitoring health and disease state, evaluating progress of each problem including patient education.

(More)

7. Provides emergency care.
8. Provides after hours coverage as outlined by LVHC policy.

QUALIFICATION REQUIREMENTS:

1. Medical physician currently licensed to practice in the state of California;
2. Graduate of formal accredited medical school and certified to practice by Board of Medical Examiners.
3. Board certified in Family Practice.
4. Experience in ambulatory care setting and preferred experience in teaching programs.
5. Interest and/or experience in collaboration with interdisciplinary health teams.
6. Possesses medical skills at a high level of competency.
7. Current Physician Assistant Supervisor license;
8. Current DEA Certificate;
9. Current CPR certification;

PHYSICAL REQUIREMENTS:

1. Must be able to lift up to 25 pounds;
2. Must be able to hear staff on the phone and those who are served in person, and speak clearly in order to communicate information to clients and staff;
3. Must have vision which is adequate to read written materials, computer screens, registration forms and other clinic documents;
4. Must have manual dexterity and sensitivity sufficient to perform routine procedures as required;
5. Must be able to reach above the shoulder level to retrieve small items from storage; must be able to bend, sit, stand, crouch, reach, twist, and turn.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually average.

Employee Signature

Date