

CLINIC SERVICES MEDICAL DIRECTOR

DEFINITION

Under direction, provides medical supervision and direction to clinics and assigned staff; provides primary medical care in clinics; assesses physician and staff performance; establishes medical and clinical policies, procedures and protocols; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position, management level physician classification in the Clinic Services Bureau of the Monterey County Health Department. Clinic Services Medical Director is responsible for the establishment and maintenance of medical quality assurance and medical management of all clinics, providing medical and technical advice to staff and the local medical community as well as direct patient care.

Clinic Services Medical Director is distinguished from Clinics Services Bureau Chief in that the latter has overall responsibility for all Clinic Services functions.

Clinic Services Medical Director is distinguished from Hospital Chief Medical Officer in that the latter is responsible for medical services for a hospital, whereas the former is responsible for the medical services for all outpatient clinics operated by the Monterey County Health Department.

EXAMPLES OF DUTIES: The duties and responsibilities listed below are illustrative only and not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification.

1. Serves as Medical Director of Clinic Services medical clinics engaged in prevention, education, diagnoses and treatment a wide variety of complex acute and chronic medical conditions.
2. Provides medical/clinical supervision and direction to staff and contract physicians; supervises and direct the medical/clinical aspects of treatments.
3. Plans, assigns, reviews and evaluates the clinical work of subordinates; provides input to selection of medical staff and trains subordinates; establishes standards of and evaluates provider performance; assures employee competencies and long-term development through input into regular performance evaluations and development plans.
4. Develops protocols and standardized procedures; monitors policies and procedures for compliance.
5. Conducts medical and physical examinations; makes diagnoses and prescribes medical and rehabilitative treatment.
6. Acts as physician member of a multi- disciplinary patient care team.
7. Ensures quality program management through compliance with federal state and local regulations concerning health care; identifies opportunities to improve quality of care; and assesses and improves processes, procedures and protocols directly impacting patient services.
8. Ensures that medical care meets quality assurance standards; assures that patients medical charts and records are accurate and meet legal and medical requirements; prepares

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records and reports; inputs, accesses and analyzes data using dedicated computer and records management systems.

9. Coordinates implementation and integration of the Quality Assurance activities and measures with the Clinic Services Director.
10. Attends/facilitates meetings; chairs the Quality Review Committee.
11. Prepares correspondence and reports; participates in various public health committees; coordinates and staffs community meetings.

MINIMUM QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge of:

1. Current principles, practices, methods, techniques and procedures of the broad field of medicine.
2. Current principles and practices of outpatient care service management and coordination; functions and services of community health services, organizations and public health clinics.
3. Laws pertaining to the practice of medicine and of public health in the State of California.
4. Principles and practices of effective management and organization.
5. Research methodology and design; quantitative analysis including statistics; statistical process control and Quality Improvement processes.
6. Effective methods of communication including public and intergovernmental relations and techniques of effective verbal and written exchanges.

Skills and Abilities to:

1. Plan, organize and direct the medical services of public outpatient clinics.
2. Exercise initiative, ingenuity and sound judgment in solving difficult technical and administrative problems.
3. Perform medical diagnosis and treatment.
4. Evaluate and review the work of medical practitioners for appropriate diagnosis, treatment and chart documentation.
5. Work effectively with departmental staff, private physicians, clients and others contracted in the course of work.
6. Participate in the analysis, evaluation and planning of public health programs.
7. Interpret and apply provisions of federal, state and local laws and regulations as they apply to clinic outpatient functions and activities.
8. Establish and maintain cooperative working relationships with those contacted in the course of the work.
9. Effectively communicate both orally and in writing work; produce clear, concise and detailed instruction, procedures, and reports.
10. Operate personal computers and associated equipment and programs.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Possess a valid Physician's and Surgeon's Certificate issued by the State of California

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- Possess a State and/or Federal narcotic license for administration of narcotics to inmates and patients
- *Background Investigation:* Fingerprinting and ability to pass a background investigation is required.
- Possess a valid California Class C driver license to transport oneself during the course of work or provide other transportation approved by the Appointing Authority

EDUCATION AND EXPERIENCE:

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Five years of professional experience as a fully qualified physician in a clinic setting, with a minimum of one year organizing, coordinating and monitoring the activities of medical staff to ensure quality and appropriateness of patient care.

Board certification within area of specialty.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and sensory abilities required for this classification include:

1. Mobility, flexibility, gross body coordination, and dexterity sufficient to work in a typical office environment.
2. Ability to sit and/or stand for long periods of time (meeting/event attendance, long car trips or in office).
3. Manual dexterity sufficient to examine patients, operate medical equipment, administer medical treatments and perform medical procedures.
4. Hearing which can be corrected to a level sufficient to adequately assess patient condition and diagnose medical conditions.
5. Vision which can be corrected to a level sufficient to successfully read patient charts, policy manuals, and examine patients.
6. Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events.

Special Working Conditions: Exposure to odors such as vomitus, feces, urine and draining abscesses; fumes from cleaning supplies and solvents; and infections which might cause chronic disease or death.

CLASS HISTORY CLASS DATA

Class Code:	54B13	Job Group:	09
Established Date:	May, 2012	EEO Category:	P
Revised Date:	(New)	Work Comp. Code:	9043
Former Title:	(New)	Bargaining/Employee Unit:	X
		FLSA:	E

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Approved by:

County Administrative Office

Date