



ASSOCIATE MEDICAL DIRECTOR, PHYSICIAN

CLASS SUMMARY: In addition to providing specialized clinician, primary medical care or mental health services, incumbents in this classification perform technical and functional supervision, generally within an assigned clinic. They contribute specific clinical input to staff and clinic supervisors for coaching and skill development, as well as providing input for employee evaluations and assessments. Incumbents work directly with the Medical Director to identify and resolve clinic or provider issues and proactively assess compliance with laws, rules, regulations, policies and procedures within their assigned clinic. Incumbents develop and/or maintain standardized quality improvement (QI) and peer review processes and assist with scheduling to include timecard approval for providers, as needed.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the Community Health Center Medical Officer. Exercises technical and functional supervision over technical and professional personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Medically evaluate patients and assess their medical status in both the clinic and hospital setting.
2. Determine, establish and administer an overall treatment program for patients and chronically ill clients.
3. Determine the clinical need for medications, and prescribe medications as part of a treatment program.
4. Provide information, consultation and assistance to other health care professionals.
5. Discuss case management practices and techniques with health care professionals.
6. Provide appropriate medical records documentation on all patients in accordance with policy.
7. Provide emergency treatment and after hours coverage.
8. Partner with clinic supervisor to ensure staff are trained; ensure that employees follow policies and procedures; and maintain a healthy and safe working environment.
9. Develop, plan, and implement goals, objectives, strategies, policies, and procedures for a complex or multiple program(s).

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10.	Analyze clinic data, perform clinical chart reviews, and assess needs and opportunities to report to senior leadership. Lead quality and access initiatives at clinic level.
11.	Assist with review and development of administrative and programmatic systems and procedures to ensure effectiveness of programs and compliance with internal and external requirements.
12.	Participate with presentations on program(s), meetings and issues to help increase clinic efficiency, promote a healthy culture, and support clinic initiatives.
13.	Provide clinical context to day-to-day operational procedures. Assists clinic supervisor and Medical Director in non-disciplinary staff development. Provides technical supervision in collaboration with clinic supervisor and mentors clinic providers.
14.	Serve as a liaison with clinic and senior leadership and select community partners.
15.	Assist with provider recruitment.
16.	Provide input on provider performance reviews, assess and respond to provider issues and patient complaints, refer any and all potential corrective action to Medical Director.
17.	Look at local clinic issues that influence clinician workflow, provider coverage and provider staffing with respect to time off requests.
18.	Initial review of provider QI concerns at their site or within their specialty.
19.	Perform other duties of a similar nature or level.

Knowledge of (position requirements at entry):

- Principles and practices of general, preventive and clinical medicine, surgery and pharmacology.
- Federal, state and local health statutes, rules, regulations, and ordinances.
- Medical and nursing care standards.
- Clinical aspects of communicable diseases and disease control measures.
- Causes, treatment, prevention and/or early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness, and other disabling conditions.
- Preventive medicine and sanitation.
- Standard laboratory tests and procedures.
- Medical records documentation and charting formats.
- Issues of medical ethics and liability.
- Culturally competent practices.

Ability to (position requirements at entry):

- Direct the clinical activities of other health care personnel.
- Assess and treat patients reporting health problems.

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- Conduct and report on physical exams and histories.
- Provide referral to other health care practitioners or agencies.
- Interpret results of analyses and tests and provide treatment modalities.
- Manage a caseload of patients.
- Develop treatment programs and plans for patients.
- Diagnose, treat and control diseases and physical injuries in a culturally sensitive manner for underserved populations.
- Effectively gather, evaluate, and convey sensitive and confidential information.
- Work with professional independence and use initiative and judgment in performing medical diagnostic and treatment services for the patient population.
- Prepare concise, accurate and effective medical reports, recommendations, policies and procedures.
- Implement clinic services within resource limits.
- Apply appropriate teaching and training techniques to improve nursing staff skills.
- Establish and maintain cooperative work relationships with patients, staff, peer groups, and varied agency and institutional representatives.
- Develop therapeutic relationships with a wide variety of patients from diverse educational, social, and cultural backgrounds.
- Communicate effectively, both orally and in writing.
- Prioritize and assign work.
- Prepare and review reports.
- Create a culturally inclusive work environment.
- Work effectively with patients, co-workers, employees and supervisors from diverse backgrounds.

Training and Experience (positions in this class typically require):

Graduation from an accredited school of medicine with completion of a one-year internship and/or completion of residency program in a primary care setting. Two years clinical practice experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

Possession of a valid State of Oregon license as a Medical Doctor (M.D.)

Eligible for appointment to the medical staff at local hospitals.

Some positions may also require, at the time of appointment:

- Certificate granting full prescription authority.
- Drug Enforcement Agency Certificate
- National Provider Identifier (NPI)
- Possession of a valid driver's license at time of application and a valid Oregon Driver's License by the time of appointment if required to drive.
- Certification from a recognized national certification body.
- BLS/CPR.

Classification History:

Established per Board Order 23-02-28-04.

FLSA Status: Exempt.