

## **JOB DESCRIPTION**

**JOB TITLE:** Medical Director

**DEPARTMENT:** General Medicine

**REPORTS TO:** Chief Medical Officer

### **POSITION OVERVIEW:**

The Medical Director shall be responsible for the direction of all clinical aspects related to all General Medicine services. The Medical Director works collaboratively with all providers & upper management team, works under the C.M.O., and organization leaders. They shall be responsible for quality, safety and service of care provided and actively involved in performance improvement initiatives to improve care, treatment and services and mitigate the risk of harm for all patients served. The Medical Director will provide input to cost containment initiatives and assure the patients interests drive performance improvement. The Medical Director will provide leadership for regulatory and accreditation compliance as related to the quality and safety of care delivered.

**DUTIES/RESPONSIBILITIES:** To work directly with FHCCGLA's C.M.O. to:

1. Plan, direct and supervise all General Medicine activities. Provides complete, comprehensive, family-oriented outpatient medical care for patients including health exams, medical treatments and follow-ups. Must maintain all documentation, including lab results, and patient messaging to ensure leader examples is being set for the team.
2. Provide oversight to the policies, procedures and protocols for the clinical care provided in the designated areas of service to assure care is delivered and well-organized following FHCCGLA's mission (e.g., quality, affordable & accessible).
3. Implement the rules of the medical staff governing the quality and scope of care provided.
4. Assist clinic/operation managers with provider schedules and manages provider time off to ensure adequate clinic coverage. Assist with call-schedule.
5. Assist in the development of an applicable continuous quality improvement program which includes monitoring and evaluation of clinical care activities and patient services with a timeline to assess the efficiency of corrective measures.
6. Analyze audit results to assure patient care meets the expected standards and assist in efforts to improve any medical record review (MRR) findings to show improvement the following audit year.
7. Facilitate discussions related to ethical patient care issues, assisting to achieve satisfactory resolution to the patient care issue. Assist with onboarding of new general medicine providers.

8. Provide medical education and training to provide continuous learning opportunities.
9. Positively motivates provider team establishing a positive climate among FHCCGLA healthcare providers promoting teamwork and communication among the entire healthcare team.
10. Build a culture of respect, trust and professionalism among medical staff providers which is represented by fairness, integrity and nondiscrimination.
11. Provide supervision to the General Medicine providers and advanced practitioners by ensuring to be available/approachable as required.
12. Participate in the following meetings:
  - M.A.C.
  - Q.I./Q.A.
  - Corporate Risk Management
13. Be a member of the Medication-assisted Treatment Program (MAT Program) for substance use disorder.
14. Meeting agency productivity goals.
15. Seek opportunities to obtain new sources of healthcare programs and to develop improve healthcare methods of practice.
16. All other duties as assigned.

#### **ADMINISTRATIVE TIME:**

Time allocation to be determined.

#### **MINIMUM QUALIFICATIONS:**

1. Doctor of Medicine or Osteopathy.
2. Current DEA license.
3. Board certified in the practice specialty.
4. Current CPR certification.
5. Member of the medical staff in good standing; demonstrates professionalism in all aspects.
6. Education, experience related to the specialty of care.
7. Highly skilled in written and verbal communication.
8. Experience and knowledge of multi-ethnic and community-based clinic environments.
9. Experience working with information technology (IT) staff to implement and manage sophisticated practice management and E.H.R. software.
10. Ability to perform clinical responsibilities within FHCCGLA's P & P guidelines.
11. Solid managerial, administrative and organizational skills.
12. Creative skills, resourcefulness and judgement in managerial and administrative issues.
13. Excellent analytical and reasoning skills.
14. Expertise with low-income, indigent, ethnically and socially diverse patients.

15. Ability to relate and communicate well with all individuals interfaced.
16. Flexible with agency growth, in regards to, work schedules and sites.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

As noted above.