

Position Description:

Mental Health Resource Center is seeking a full-time **Medical Director/Vice President-Medical Services** in Jacksonville.

The Medical Director /Vice President–Medical Services serves as the Medical Director and the ultimate authority regarding medical and clinical services provided by MHRC/RBHS. This position collaborates with administration and clinicians of all disciplines in order to maximize the quality and effectiveness of care provided to individuals served.

The essential functions of the Medical Director/ Vice President-Medical Services include, but are not limited to:

Clinical Functions:

- Provides direct psychiatric services at least 50% of the time. This includes but is not limited to psychiatric evaluations, diagnosis, therapies, interventions, medication management, consultations to emergency services, clinicians or other hospitals, rendering first or second opinions for commitment procedures, and making court appearances.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.
- Maintains timely, accurate and complete clinical and medical records for patients seen in accordance with internal and external policies, procedures, and standards.
- Consults with both staff and other agencies regarding diagnostic, medical, and treatment problems of patients.
- Provides on-call backup to nurse practitioner and physician assistant by being available by phone or pager, and by making on-site visits to sign orders when necessary.
- Makes arrangements to see patients in psychiatric crisis. Upon request and when appropriate, signs professional certificates for involuntary exam, renders first and second opinions, and makes court appearances in accordance with the Baker Act.
- Provides coverage on inpatient units when the attending psychiatrist for unit is on leave and as part of MHRC on-call rotation.
- Provides time for reviewing clinical cases with case manager for staffing and insurance purposes, signs and dates treatment plans to indicate approval of the treatment being provided.
- Monitors and administers the Peer Review process as coordinated by the Quality Improvement Department.

Administrative Functions:

- Serves as the ultimate authority and responsibility for all medical and psychiatric

services. Assures the quality of treatment and related services provided by the professional staff, through participation (directly or by designee) in continuous quality improvement activities.

- Assures that all individuals receive appropriate evaluations, diagnosis, treatments, and medical screenings, and that all medical and psychiatric care provided by staff is appropriately documented in the medical record.
- Assures psychiatric involvement in the development, approval and review of all policies, procedures and protocols that govern clinical care.
- Assists with assignment of Licensed Independent Practitioners (LIPs) to ensure appropriate level of coverage in all MHRC programs.
- Provides documented supervision to those staff members that are direct reports. Supervision must address clinical competency (e.g. treatment planning, medication management, etc.) as appropriate to their job responsibilities, quality of care, clinical outcomes and productivity.
- Monitors prescribing practices to ensure they are consistent with level of care standards and MHRC/RBHS policies.
- Assures that the credentialing and privileging process is conducted on all LIPs as required. Participates in the review, approval, and grievance process for privileging and re-privileging of LIPs.
- Serves as liaison with community physicians, hospital staff and other professional agencies with regard to psychiatric services.
- Provides oversight and consultation to ensure appropriate continuum of programs, level of care criteria, standards of practice, and psychiatric supervision for each program.
- Provides protocol supervision for ARNPs or assigns protocol supervision to other staff psychiatrists as appropriate.
- Assesses initial and ongoing competency of LIPs. Completes initial and ongoing (annual performance and continual peer review) evaluations of the LIPs.
- Supports the effective use of the Electronic Health Record system by being knowledgeable of relevant EHR functionality and by serving as a resource and spokesperson for LIPs as regards the EHR system.
- Involvement in the recruitment process, orientation, supervision, retention, evaluation and employee relations in coordination with the Human Resource Department and President/CEO.

Position Requirements:

In order to be considered, candidates must be a Doctor of Medicine or Doctor of Osteopathy.

Candidates must have a current Medical Doctor or Doctor of Osteopathy License in the state of Florida, DEA Certification, and Board Certification in Psychiatry.

Five years of experience following board certification is required.

A minimum of three (3) years of experience with Joint Commission standards is required.

The Medical Director/Vice President- Medical Services needs to make sound decisions independently and demonstrate good judgment on a daily basis, including but not limited to recognizing emergencies and life-threatening situations and responding appropriately.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including patients, families, caregivers, community service providers, supervisory staff and other department professionals.

Each employee contributes to the completeness and confidentiality of clinical records by ensuring documentation, paperwork and system entries meet internal and external guidelines for content, accuracy and timeliness.

Position Details:

This is a full-time position and requires rotating on-call coverage.

MHRC offers a competitive salary and a comprehensive benefits package