



MEDICAL DIRECTOR

REPORTS TO: Chief Executive Officer
FLSA CATEGORY: Exempt
EEO CATEGORY: Executive/Senior Level Management

POSITION DESCRIPTION

The Medical Director serves as the clinical leader of HealthWorks. He/she develops and implements policies, procedures and best practices. He/she oversees all training and continuing education for his/her staff. Additionally, he/she assures that the facility is in compliance with all federal, state and local laws. HealthWorks' Medical Director is the lead provider at the facility. Physician will provide continuing, comprehensive health maintenance and medical care to entire families regardless of sex, age or type of problem. Has an understanding of the requirements of Section 330 of the Public Health Services Act. Understands and supports the provision of patient centered medical care and carries out the principles of patient centered medical care in his/her work at HealthWorks.

ESSENTIAL FUNCTIONS

1. Serves as team leader of a multi-disciplinary health care team providing patient centered care
2. Works with other clinical staff and providers in the development and assurance of continuity of care through a system of organized referral arrangements and tracking
3. Responsibilities include assembling triages and evacuating sick and wounded personnel
4. Serves as the attending physician providing direct care to patients
5. Examines patients, using medical instruments and equipment
6. Elicits and records information about patient's medical history
7. Orders or executes various tests, analyses, and diagnostic images to provide information on patient's condition
8. Analyzes reports and findings of tests and examination, and diagnoses condition of patient
9. Administers or prescribes treatments and medications
10. Promotes health by advising patients concerning diet, hygiene, and methods for prevention of disease
11. Inoculates and vaccinates patients to immunize patients from communicable diseases
12. Provides prenatal care to pregnant women and provides postnatal care to mothers and infants

13. Provides “after hours” call in rotation with other HW providers
14. Participates in peer review activities and monthly provider meetings
15. Adheres to clinical policies, procedures and protocols established for the treatment of HW patients
16. Performs other duties as requested by Chief Executive Officer or as needed to ensure that quality healthcare is provided to all patients of HealthWorks
17. QI/QA Coordinator: Responsible for adherence of the health care center’s standards of care and standards of practice. Analyzes and addresses patient safety, while identifying possible adverse events with suggested follow-up actions, if required. Administers processes for assessing patient satisfaction, as well as, resolving patient grievances. Coordinates periodic QI/QA assessments.

RESPONSIBILITIES

Other Duties/Responsibilities: As assigned

Supervision Received: Reports to the Chief Executive Officer

Supervisory Responsibilities: Direct reports include Physician Assistants and/or Nurse Practitioners

Budgetary/Fiscal Responsibility: Works with other members of the Senior Management Team to define budgetary requirements and works within established budgets.

Policy and Procedure Interpretation and Development: Drafts clinic-specific policies for review by the Quality Assurance Committee and Board of Directors; responsible for knowledge of and adherence to all HW policies and procedures.

Contact with Others: Daily contact with healthcare providers and support staff; daily contact with patients, their families and caregivers. Maintains a cooperative working relationship with Cheyenne Regional Health Center physicians and staff, routine contact with University of Wyoming Residency Program residents and staff.

JOB REQUIREMENTS/EXPERIENCE

Education:

- Graduate of an accredited medical school and board certified in a primary care specialty, family practice preferred

Knowledge, Skills, and Abilities:

- Possesses a reasonable level of knowledge of community and public health systems and issues, proficient in diagnostic procedure and treatment of illness and injuries in a family practice model setting.
- Demonstrates a working knowledge of pharmacology, nutrition and mental health.
- Experience in medical practice including administrative and supervisory experience. Demonstrate abilities to work with and supervise others effectively;

exercise good judgment in appraising situations and making decisions; deal tactfully and effectively with the public; and plan work well.

- Competent in computer application involving e-mail, spreadsheets, reports, statistical graphic presentations; ability to use electronic medical records technology or other medical electronic health information system
- Ability to read, analyze and interpret complex documents
- Ability to respond effectively to sensitive inquiries
- Ability to apply advanced mathematical and statistical concepts
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Ability to work and interact effectively and positively with other staff members to build and enhance teamwork in the overall HealthWorks organization
- Ability to understand and respond appropriately, effectively and sensitively to special population groups served by HealthWorks

Experience:

- Prior FQHC experience is preferred.

Licenses/Certifications:

- Licensed to practice medicine in the State of Wyoming and to prescribe all classes of drugs by the U.S. Drug Enforcement Administration and the Wyoming Board of Pharmacy.

BEHAVIORAL EXPECTATIONS

Clinical Quality and Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

Service Excellence and Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HW's mission, vision, and values.

Physician & Community Relations

- Works in partnership with Cheyenne Regional Medical Center, clinic physicians and other community providers.
- Actively represents and positively promotes HealthWorks in day-to-day community interactions
- Attends and participates in HW community-wide activities and outreach/fundraising events as a positive representation of HealthWorks clinical staff

Financial Performance

- Demonstrates flexible and efficient time management and the ability to prioritize workload.

PHYSICAL REQUIREMENTS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in normal office environment conditions with various office equipment (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All HealthWorks facilities are tobacco free.

Covid-19 vaccination is a condition of employment. Proof of vaccination by a third party must be provided to HealthWorks by the date of hire. Per HealthWorks policy, requests for medical or religious belief exemptions may be submitted for consideration and approval.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

HOURS OF WORK / ATTENDANCE REQUIREMENTS / PAY RANGE

Core hours of work range from 7 am to 6 pm, regular attendance is required. Normal workweek is 40 hours. There is no hospital call required but there is after hours phone support shared with other providers.

TRAVEL

Some travel may be required for training purposes and conference attendance.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk: (Check the appropriate category)

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date