

**INGHAM COUNTY
JOB DESCRIPTION**

**MEDICAL DIRECTOR/PHYSICIAN
COMMUNITY HEALTH CARE SERVICES**

General Summary:

Under general supervision of the Deputy Health Officer and in collaboration with the Health Officer and administrative team, responsible for the coordination and oversight of all medical care and services administered through the County's Network of Federally Qualified Health Centers. Ensures patients receive health care of the highest quality while resources are utilized in the most cost-effective manner. Serves as the CHC Medical Director and as a member of the administrative team. Collaborates with the Deputy Health Officer and administrative team in development of the network's health care plan and provides recommendations to the CHC Board of Directors regarding services and programs. Provides leadership and guidance in developing and monitoring the CHC quality assurance program. Ensures proper functioning of day-to-day operations in concert with the Chief Operating Officer. Delivers ambulatory and primary care services and provides medical guidance to Health Plan Management Services. Represents the needs of the medically underserved and vulnerable populations.

Essential Functions:

1. Provides direct patient care within FQHC network of centers.
2. Provides leadership and oversight of the delivery of medical care by clinical staff through direct supervision and audits; serves as a mentor and manages the resolution of practice related problems. Participates in clinical consultations and provides medical expertise and guidance as appropriate.
3. Participates in the recruitment and selection process of medical providers and provides regular performance reviews and feedback. Facilitates medical students/ resident training opportunities. Participates in the hiring of Medical Providers and coordinates the credentialing process. Assists in the development of standards and qualifications for providers. Provides oversight of the nurse practitioner collaborative practice agreements and organizes and leads the provider Medical Staff meetings and other meetings as needed.
4. Assists in the achievement of productivity standards as set by the Bureau of Primary Healthcare and provides leadership within the health care team to achieve those standards. Establishes standards of care and maintains medical policies and guidelines for the health centers. Updates clinical guidelines, protocols and procedures and works to ensure that clinical staff adhere and carry out those protocols and procedures.
5. Attends and serves as liaison to the Clinical Operations Committee of the CHC Board of Directors. Works with the committee chair to establish the agenda and attends CHC Board of Directors monthly meetings.

6. Provides oversight of utilization and risk management activities including monitoring of service utilization, adherence to corporate compliance plan, attainment of productivity targets, etc.
7. Develops the network's health care plan, assists in developing and carrying out the strategic plan and with the development of grants applications.
8. Provides leadership in directing the compliance and quality improvement activities, including working with the Quality Assurance Coordinator in carrying out activities of the Quality Assurance Committee, performs chart reviews and peer reviews.
9. Serves as a liaison to the medical community at large including the local medical societies, medical schools, as well as community physicians. Represents the needs of the medically underserved and vulnerable populations.
10. Assists in the development of clinical and patient care contracts for services provided by community based physician groups and/or other services and ensures compliance to contract agreements.
11. Implements and oversees the accreditation process for the network of centers and for performance improvement processes, reviews patient complaints, results of patient satisfaction surveys and supports disparity collaborative as established.
12. Works cooperatively with the public health services team to integrate public health services and serves as the as the backup for the Public Health Medical Director.
13. Provides guidance and participate in the after hours on-call system.
14. Attends the Health Department's Health Plan Management Services (HPMS) 'Pharmacy and Therapeutics Committee' meetings. Participates in HPMS QI activities and reviews prior authorization and appeals requests. Participates in other HPMS committee meetings as needed.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: Graduation from an accredited school of medicine is required.

Experience: A minimum of 7 years of Board certification in family or internal medicine is required. Five years of management is required. Experience with Federally Qualified Health Centers is preferred.

Other Requirements: Current DEA License, License to practice medicine in State of Michigan Board Certification in Family Practice or Internal Medicine.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Must be able to operate court equipment including recording devices & technology.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in a standard doctor's office or medical environment.
- Exposure to communicable diseases, blood and other bodily fluids.
- May attend meetings, seminars and speaking engagements throughout the County.

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****Labor Market Exception**