Medical Director

July 9, 2014

Location: Sequim, WA
Exempt/Non-Exempt: Exempt
Benefits: Yes
Employment Type: Full Time
Department: Family Health Clinic
Description: REPORTS TO: Director of Health Services

Status: 4 days/40 hour work week; This full time hybrid job works 50% of the time as a part time Medical Director and 50% of the time as a clinical physician.

As a member of the management team, the Medical Director provides medical leadership and oversight of the clinical services for the Jamestown Family Health Clinic.

The Medical Director will coordinate and supervise the overall clinical care program for the practice team and assist the Clinic Manager to ensure clinical compliance with all appropriate external funding, accreditation, and reimbursement guidelines.

The Medical Director will follow clinical programming, schedule provider personnel, implement and maintain the clinical quality improvement program, represent the medical staff and practice team to the Clinic Manager and Director of Health Services, and represent the JFHC program to patients, the community and other external parties as required. The Medical Director will work in conjunction with the Clinic Manager and be responsible to the Director of Health Services.

The Medical Director will also provide and uphold all essential job functions, duties and responsibilities associated with the role of a Family Practice Physician.

Duties:

COMPLIANCE

• Serve as Medical Director for purposes of facility accreditation and licensure as required by federal, state and tribal policies and regulations. Performs all duties required for medical staff oversight for the operations of an FQHC.
• Serve as Compliance Officer for the medical staff. In coordination with the clinic manager develops, implements and maintains a comprehensive Compliance program as required by CMS policy and statutes. Assists the Clinic Manager to ensure that the clinic complies with all regulatory agencies governing health care delivery and the rules of accrediting bodies.
• Duties also include those outlined in the job description for the Family Practice Physician.

QUALITY ASSURANCE

• Assists Clinic Manager to develop, maintain and monitor a comprehensive Quality Assurance and Improvement Program for the medical clinic including patient satisfaction and patient grievance procedures concerning clinical care and utilization. The medical director shall enhance clinical quality and effectiveness, with appropriate consideration of cost containment, while enabling innovation and quality of care.
• Assists Clinic Manager to develop, implement and maintain a patient management system that demonstrates care coordination at all levels of health care, including arrangements for referrals, hospital admissions, discharge planning and patient tracking. The system must ensure a continuum of care.
• Provides medical perspective and leadership in critical incident reviews and other medical practice aspects of risk management.
PROTOCOLS AND PROCESSES

• Assures that quality practices are promoted by advising and assisting the Clinic Manager and Health Services Director in the development of practice guidelines and protocols, clinical practice review processes and staff development activities
• Works with Clinic Manager to assure that clinical policies and protocols are implemented and followed by all medical staff.
• Recommends measures to improve methods, performance and quality of medical service and suggests changes in working conditions to increase efficiency. Coordinates with Clinic Manager regarding nursing and medical assistant practice issues in clinical operations and services.

MEDICAL STAFF SUPERVISION

• Participates in the selection of new medical staff and coordinates their training in conjunction with the Clinic Manager.
• Provides medical practice oversight for primary care to include involvement in individual provider practice and primary care program operations.
• Assures coordination of activities and clinical practice for medical care and clinical services
• Works with Clinic Manager to assure that clinical policies and protocols are implemented and followed by all medical staff.
• Provides input and guidance regarding after hours call system, scheduling, and duties and responsibilities of medical staff on call.
• Resolves any medical staff personnel problems and keeps lines of communication open with staff to ensure high employee morale and a professional clinic atmosphere.
• Evaluates the clinical performance for all members of the medical team: Physicians, Nurse Practitioners, and Physician Assistants.
• Review clinical practice by developing and participating in medical record audits, peer review, and other practice review activities including:
  Compliance with clinical protocols and practice guidelines.
  Appropriateness, completeness and timeliness of chart and progress notes.
  Progress in attaining clinical quality performance measures.
  Contribution and responsibility of each member of the medical staff toward providing a collegial, positive working environment in the clinic and within the practice team.
  Participation in staff meetings and contributions toward improvements in clinical processes and quality patient care.
• Provide input and leadership on decision making issues affecting mergers and medical staff employment contracts, job descriptions and performance indicators.
• Facilitating and coordinating medical student resident training opportunities.

PLANNING AND PROGRAM DEVELOPMENT

• Provides leadership and works in collaboration with the Clinic Manager on developing, planning, and implementing the clinic's business, strategic and operations plans.
• Advises and assists the Health Services Director, Jamestown Family Health Clinic Manager and Health Administrator to develop new programs and services for the Jamestown Family Health Clinic and the Jamestown S’Klallam Tribe.
• Provide strategic input and leadership on decision making issues affecting the organization; i.e., evaluation of potential alliances acquisitions.

EXTERNAL RELATIONS

• Maintains good relationships with community medical providers and organizations.
• Serves as an official medical liaison between the Jamestown Family Health Clinic and other healthcare facilities including but not limited to Olympic Medical Center, Sequim Health and Rehabilitation, Avamere, Assured Hospice and independent living facilities. Specialty providers and other healthcare services.
• Supports public relations and marketing of clinical programs and services.
• Maintains professional affiliations and enhances professional development to keep current in the latest health care trends and developments.

Qualifications: REQUIRED EXPERIENCE/EDUCATION/TRAINING/LICENSEING

Graduate of accredited medical school with degree of Doctor of Medicine (MD) or Doctor of Osteopathy (DO).

Completion of Accredited Residency.

Board certification in specialty; must be kept current.

Unrestricted license to practice within Washington State.
Current DEA certificate without restriction.

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. The Medical Director must be a full time employee and have privileges at Olympic Medical Center. A typical way to obtain the knowledge and abilities would be:

Experience: MD with minimum seven years of clinical experience including three years with an advanced degree in healthcare management and five years of experience in the administration of a major clinic or private medical office. Professional development courses in health care management.

REQUIRED KNOWLEDGE AND ABILITIES

To perform this job successfully, an individual must be able to perform the essential duties of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Knowledge of the principles and practices of health planning and management sufficient to direct and oversee clinic operations.
- Knowledge of the purposes, organization and policies of the community's health systems sufficient to interact with other health care providers.
- Knowledge of the policies and procedures of a clinic sufficient to direct its operations and to provide effective patient care.
- Knowledge of the principles and practices of employee development and personnel management sufficient to ensure organizational productivity.
- Knowledge of computer programs and applications.
- Knowledge of financial planning and accounting principles.
- Skill in exercising a high degree of initiative, judgment, discretion and decision-making to achieve clinic's mission.
- Skill in analyzing situations accurately and taking effective action.
- Skill in establishing and maintaining effective working relationships with employees, policy-making bodies, third party payers, patients and the public.
- Skill in organizing work, delegating and achieving goals and objectives.
- Skill in exercising judgment and discretion in developing, applying, interpreting and coordinating departmental policies and procedures.
- Ability to assume responsibility and exercise authority over M.D., ARNP, PA-C, Nursing and clinical support staff.
- Ability of manage change and direct the problem-solving process.
- Ability to establish and maintain quality control standards.
- Employee must demonstrate the ability to interact tactfully and positively with co-workers, patients, management, and the public. Ability to respond to common inquires from co-workers, management, and the public.
- Ability to define problems, collects data, establish facts, and draw valid conclusion. Ability to interpret a variety of technical instructions.
- American Indian/Alaska Native preferences apply.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Requires the ability to concentrate and consistently produce accurate work.
- Requires sitting and standing associated with normal office work.
- Duties are performed in an office environment but may also require traveling to other facilities using employee's personal transportation.

NOTICE: This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting. The applicant will be able to obtain a copy of the criminal history report (from the reporting agency) made available to the Tribe and they will have the right to challenge the accuracy and completeness of the information contained in the report.

The grounds for denying employment, based on the results of the back ground check, include the following: any conviction for a sex crime; an offense involving a child victim; a drug felony; or if a person has been found guilty of or entered a plea of guilty or nolo contendere to any federal, state or Tribal offense involving a crime of violence, sexual assault, sexual molestation, child exploitation, sexual contact, prostitution or crimes against persons. Each person submitting a resume in response to this announcement will be required to complete an employment application form provided by the Tribe, with detailed information on personal history, education, employment.