ESSENTIAL DUTIES & RESPONSIBILITIES

Provider Responsibilities:

- Provides professional medical services as a primary care physician.
- Assure continuity of care by providing comprehensive medical services within the scope of his/her training and capability.
- Reviews initial intake, health history, and laboratory test results, performs physical examinations and designs treatment plans catered to patient’s health status to provide primary care, preventative health care and health maintenance.
- Provides additional assessments and evaluations of medication therapies and treatment regimen during routine follow up clinic visits, ensuring patients continue to receive effective, efficient primary health care.
- Refer patients as appropriate for special care services, lab and x-ray and any other service that is within the scope of the patient’s well-being.
- Educates patients on medication regimens and drug adherence.

Medical Director Responsibilities:

- Actively participate as a member of the Senior Leadership Team (SLT) to implement the strategic direction of the organization as it relates to medical and health service programs.
- Provide clinical guidance and regularly reports on clinical activities at the SLT meetings; monitor clinical measures and collaborate with providers to assure goals are met.
- Lead and direct the development and implementation of high quality patient care services, programs and initiatives across the broad primary care continuum, as well as in specialty care areas as appropriate to locations identified.
- Uphold and ensure Medical Center’s compliance with all medical policies, directives, rules, regulations and performance standards as defined by the state, federal government, and HSNT’s policies and procedures.
- Participates in the grant proposal process and UDS reporting as it pertains to medical services
- Collaborate with primary care and specialty providers; provide clinical support and facilitate decisions on medical issues when disputes arise.
- Participate in the recruitment and selection of medical providers
- Perform clinical supervision of medical staff, including regular performance reviews and feedback to staff consistent with HSNT’s performance management philosophy
- Chair and ensure weekly interdisciplinary meetings with medical staff to assure quality patient care.
- Meet weekly with Practice Administrator to review agenda and action item outcomes from the medical support team meetings.
- Provide oversight on programs that require the medical director. (ex: vaccine program, direct relief medicals)
- Sign/approve timesheets and PTO requests for providers ensuring appropriate levels of coverage for continued patient care.
- Attend monthly Risk Committee meetings
- Serve as a member of the Credentialing Committee.
- Assess needs for in-service training; recommend and support continuing professional education for Medical Center Staff, seek approval from Chief Operating Officer
- Participates in quality management studies.
- Travel as necessary to meet Center operational needs.
- Adheres to all Agency and Medical Center policies and procedures.
- Assumes other duties as assigned by the Chief Operating Officer.

INTERNAL RELATIONSHIPS

The Medical Director’s role within HSNT is to ensure communications between the Medical Center and HSNT staff is coordinated in order to provide efficient and effective health care. All team members are expected to treat one another with mutual respect, professionalism, and accountability.
EXTERNAL RELATIONSHIP

The Medical Director’s role is to advocate for the Medical Center and serve as a liaison to local and state professional societies as well as to community health officials, organizations and institutions, as appropriate.

QUALIFICATION REQUIREMENTS

1. Education: Advanced medical degree
2. Minimum of 7 years clinical practice as a physician preferably in a community based program.
3. Previous progressive experience in managing provider teams and our group medical practice
4. Current full unrestricted licensure to practice medicine in the State of Texas.
5. Board certification in area of specialty
6. Current registration with DEA, DPS and other such certificates required to legally operate as a practitioner in State of Texas
7. Posses a strong community health/public health orientation.
8. Demonstrated understanding and/or experience in working in a patient-centered medical home environment
9. Demonstrated understanding and/or experience working in a integrated delivery environment
10. Excellent written and verbal communication skills.
11. Strong problem solver with demonstrated analytical skills.
12. Working knowledge of comprehensive health care issues. Experience or education in HIV and/or infectious diseases preferred.

________________________
Employee Signature

________________________
Date

________________________
Supervisor Signature

________________________
Date

Most Recent Date: June 16, 2016