

MEDICAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing medical consultation and advice related to the provision of county health services. The incumbent evaluates medical services, monitors and evaluates disease statistics and trends, reviews medicaid disability determinations, advises regarding protocols, policies and procedures, and consults with primary physicians and other practitioners providing direct services. The incumbent may provide direct medical care if a primary physician is not available. The work is performed under general supervision of a higher level administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates clinical care provided through chart review and direct observation of clinical staff;

Advises clinical staff regarding medical issues and provides direction in formulating patient care plans;

Provides advice and recommendations to the administration regarding creation and revision of clinic protocols, policies and procedures in accordance with standard medical operating procedures;

Collaborates with, advises, trains and oversees the work of subordinate staff in accordance with written practice agreements and written practice protocols;

Monitors and evaluates disease statistics and trends;

Prepare summary reports regarding mortality statistics as required;

Performs medicaid disability review for the Department of Social Services;

Monitors communicable disease trends for the County;

Confers with local officials regarding public health problems including the County's Health Advisory Board;

Participates in regional and local professional meetings and conferences to keep abreast of changing laws and rules;

Performs physical examination and/or provides other direct medical care as required;

Reports orally and in writing to the administration and public officials as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices and techniques of medicine and public health;
Thorough knowledge of medical terminology;
Good knowledge of federal, state and local public health laws and regulations;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize data and prepare records and reports;
Ability to evaluate program effectiveness and recommend changes for improvement;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to understand and empathize with the needs and concerns of others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a license and current registration to practice medicine in New York State and one (1) year prior work experience as a licensed physician.