

MEDICAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for serving as chief of professional services and medical advisor to the entire skilled nursing, health related facility staffs, or mental health outpatient clinic. This position provides medical direction and coordination of care to assure that quality levels are maintained. The work is performed under administrative direction of the facility governing authority with wide leeway allowed for exercise of independent medical judgment. Medical advisory direction rather than supervision is provided to department heads and other employees engaged in care and treatment of patients and residents. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Provides direction and coordination of medical care in the facility or mental health clinic;
Develops written bylaws, rules and regulations for approval by the facility governing authority, including delineation of responsibilities of attending physicians;
Maintains liaison with attending physicians and insures that orders are promptly written for patients and residents upon admission;
Consults with nursing, dietary, social services, pharmacy, physiotherapy, occupational therapy and activities specialists and coordinates patient and resident care;
Periodically evaluates the adequacy and appropriateness of health, professional, supportive staff and services;
Insures that admission, physical and medical history are completed for resident or outpatient;
Maintains surveillance of the health status of employees;
Reviews incidents and accidents occurring on the premises to identify hazards to health and safety;
Advises the administrator or director on matters contributing to a safe and sanitary environment for residents and staff.
May act as a liaison or resource person between the facility medical program and other community services;
Confers periodically and at request with the governing body of the facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of medicine; ability to plan and oversee a skilled nursing, health related facility medical program, or outpatient mental health clinic; ability to get along well with others; conscientiousness and thoroughness; interest in maintaining a high standard of professional ethics; sound professional medical judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a school of medicine approved by the New York State Education Department with a medical doctor degree and two years of experience as a practicing physician.

In a Mental Health Facility - Board certification or Board Eligibility as a psychiatrist and license to practice medicine in New York State.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Eligibility for a license to practice medicine in New York State at time of application. Possession of the license at time of appointment.