Site Medical Director / Provider

Department: Clinic
Reports To: Chief Medical Officer
FLSA Status: Exempt
Supervises Others: Yes

JOB SUMMARY:
Share Our Selves is seeking a Site Medical Director. The Site Medical Director will provide leadership to the clinical staff at said health center as well as maintain a clinical practice. Duties include recruiting, supervising and evaluating all primary care providers, nurse practitioners, and physician assistants. With responsibility for operational improvement and problem solving in health center operations, including clinical care, access, utilization and visits, staffing, patient scheduling and financial issues, assisting in the development, implementation and monitoring of quality improvement and compliance. The Site Director will have a highly visible role in practice transformation and implementation of a medical home model and be a leader in healthcare delivery innovation. Site Medical Director reports to Chief Medical Officer.

JOB RESPONSIBILITIES:
- Manages the care of patients in collaboration with other health professionals and members of the health care team in order to make decisions about treatment and attain health goals.
- Ensures that medical and patient care provided at SOS clinics is maintained at the highest levels of excellence and in compliance with applicable laws, regulations and best practices.
- Provides high quality patient care at any SOS site to patients of various ages.
- Ensures that all clinic staff members provide quality care appropriate for each patient. Defines quality initiatives and determines competencies.
- Performs chart reviews for Physicians, PAs, NPs, and RNs and provides input and training as needed. Completes periodic quality reviews at all sites. Ensures that patient records are closed timely to permit scheduled billing and analysis activities.
- Works to meet benchmarks and achieve productivity sufficient to maintain qualifications for federal and state funding and grant requirements.
• Meets with the Clinical Operations Officer regularly for mutual communication on clinic activities, project status, requirements and compliance.
• Assists with development of the annual budget for the clinic and other budgets that may be required. Provides inputs for capital projects, equipment investments and facility management.
• Participates and contributes to staff meetings.
• Communicates with and supports physician volunteers and mid-levels.
• Handles special issues, some types of patient complaints and other escalated matters.
• Attends important fund raising functions; meets with donors and grantors as requested.
• May speak at events; may publish or coauthor papers.
• Expected to attend SOS functions and meet with key stakeholders when requested.
• Expected to participate in provider on-call duties.
• Completes other duties as requested or assigned.

SUPERVISORY DUTIES:
• Is up to date on SOS policies and procedures and enforces all policies without favoritism.
• Is able to promote cooperation and minimize conflict among team members through appropriate hiring, training and counseling.
• Supervises and directs Physicians, PAs, NPs and RNs engaged in clinical care at designated SOS location.
• Completes and contributes to performance appraisals for clinical staff and other staff or executives as requested by the Chief Medical Officer.
• Interviews, hires, and completes some portions of orientation for new provider hires.
• Attends committee meetings as required.

REQUIREMENTS:
• Visible supporter of the mission, vision and values of SOS.
• Maintains highest degree of confidentiality in donor, staff, and client, fiscal and organizational matters; understands and meets HIPAA, OSHA and infection control requirements.
• Remains up to date on best practices relevant to the position; enhances personal skills.
• Completes continuing education as required to retain licensure or certificates and cooperates with credentialing requirements and requests.
• Provides courteous and timely assistance to internal and external customers.
• Meets time and attendance requirements for the position and uses work hours productively and appropriately.
• Works with a socio-economic and ethnically diverse population and provides care for any gender, religion, creed, or sexual orientation.
• Knowledge of the Patient Centered Medical Home model of care.
• Follows procedures and policies in completing work and making decisions.
• Meets criminal background search clearance.
• Meets clinic health requirements to include annual flu vaccination, annual proof of negative TB test, Hepatitis B, and MMR immunity required.
• Is willing to work evenings or modified shifts as needed.
• Has personal vehicle for work use; has personal driving record and insurance policy that meet SOS requirements.
• May travel out of town by car or air for short periods of time
• May work at one and/or more SOS clinic locations as requested.
• Have a valid California Driver's License, auto insurance, and accept travel assignments on the job as directed by the program.
• Expected to participate in provider on-call duties.

QUALIFICATIONS:
• Current MD/DO license in State of California
• Board Certified, completion of accredited residency required
• At least four years of clinic-based experience preferred, but not required.
• Experience in administration, supervision and management of clinical staff including budgeting strongly preferred
• Education, training and experience necessary to meet the underwriting requirements of SOS's malpractice insurance coverage.
• Unrestricted DEA license
• Maintains superior expertise and completes continuing education requirements timely
• Fluent Spanish Speaker

ORGANIZATIONAL QUALIFICATIONS:
• SOS is a Federally Qualified Health Center (FQHC) with designation as a Health Care for the Homeless Provider.
• Malpractice Insurance is covered by Federal Tort Claims Act (FTCA)
• Centralized Billing
• SOS is qualified for Federal and State Loan Repayment Programs
• SOS is certified by the National Committee for Quality Assurance (NCQA) as a Patient Centered Medical Home, Level 3
• Electronic Health Record system in place

COMPUTER and EQUIPMENT SKILLS:
• Uses Allscripts medical electronic record or similar; training provided.
• Uses relevant medical equipment, devices and medical instruments as need for clinical work.
• Strong knowledge of Word, Excel, email and Internet programs.
• Has general knowledge of computer operations and proficiently uses a keyboard.
• Able to learn additional programs used at SOS or programs implemented in the future.
• Uses standard office and communication equipment.
REASONING and MENTAL ABILITY:
• Uses planning and evaluation skills to prioritize work; identifies best ways to complete it.
• Uses critical thinking skills to interpret information furnished in written, oral, diagram, or schedule form and to analyze complex documents like regulations and instructions.
• Makes sound decisions and sets goals based on available information; evaluates situations and requirements to plan and adjust work accordingly.
• Projects accurate future occurrences based on current or historic data.
• Able to compose, proofread, spell check and edit correspondence, reports and other original written outputs.
• Able to add, subtract, multiply and divide correctly, as well as calculate percentages, fractions, ratios and decimals in order to complete budgets, projections, financial summaries and other outputs.

PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>AMOUNT OF JOB TIME</th>
<th>NONE</th>
<th>UNDER 1/3</th>
<th>1/3 – 2/3</th>
<th>OVER 2/3</th>
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<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Walking</td>
<td></td>
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<td>X</td>
</tr>
<tr>
<td>Sitting at work station</td>
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<tr>
<td>Using hands to finger, handle, or feel with fine motor skills (including equipment, tools or computer operation)</td>
<td></td>
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<td>X</td>
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<tr>
<td>Reaching with hands and arms</td>
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<td>X</td>
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<tr>
<td>Climbing stairs, using ladders</td>
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<td>X</td>
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<tr>
<td>Stooping, kneeling, crouching, or crawling</td>
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<td>X</td>
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<tr>
<td>Talking and hearing</td>
<td>Clear speech and good hearing both face to face and on the phone; hears well in noisy environments</td>
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<tr>
<td>Tasting and smelling</td>
<td>X</td>
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<tr>
<td>Seeing</td>
<td>Clear vision at 20 inches or less with or without corrective lenses; vision sufficient to drive motor vehicles safely with or without corrective lenses</td>
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<tr>
<td>Lifting</td>
<td>Lifts up to 10 pounds routinely; lifts up to 25 pounds occasionally.</td>
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<tr>
<td>Noise</td>
<td>Busy clinic environment with high noise levels in some situations</td>
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</table>

Site Medical Director/Provider
October 2015
Risks and Exposures

Works with clinic patients who may be infectious or agitated; may be exposed to service animals; works in environment with exposure to blood borne pathogens and sharps; exposure to chemicals and potential allergens (disinfectants, cleaners, drugs, biological reagents, latex); wears PPE as required

ACKNOWLEDGMENT:
I, (print name)__________________________________________________ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to the job duties above I agree to abide by the Organization’s policies contained in the Employee Handbook or other policy documents provided to me. I certify that I can perform the duties of this position with or without an accommodation.

Employee Signature: ___________________________ Date: ____________

Supervisor Signature: ___________________________ Date: ____________