

PUBLIC HEALTH MEDICAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Medical Director shall be qualified by training, experience, and administrative ability to assume responsibility for the position. Is delegated the authority and is responsible to the Director for the professional, organizational, administrative aspects of the adequacy and quality of care provided to patients in the agency. Is a physician licensed by and currently registered with the New York State Education Department. Develops and recommends to the Director policies and procedures governing patient care in accordance with generally accepted standards of professional practice. Develops and recommends to the Directors policies and procedures concerning the appointment of medical and dental staff, the assignments of their responsibilities, and the evaluation of their clinical skills. Is responsible for the supervision of the Quality Assurance Program.

TYPICAL WORK ACTIVITIES:

Is the primary liaison to the medical community;
Acts as a consultant for the agency staff;
Develops policies and procedures governing patient care in accordance with generally accepted standards of professional practice;
Develops policies and procedures concerning the appointment of medical and dental staff, the assignment of their responsibilities, and the evaluation of their clinical skills; Is responsible for the supervision of the Quality Assurance Program;
Implements policies and procedures governing patient care;
Evaluates and addresses community health care needs;
Participates in case conferences;
Participates in chart review;
Approves extended care hours requests;
May provide direct patient care including the delivery of primary care services;
May examine, make diagnoses, and provide treatment for patients;
Prepares reports of examinations made;
Supervises and signs patients charts for nursing and support staff;
Supervises and teaches medical residents and students concerning public health medical problems;
Authorizes hospitalization, consultation with other specialists, laboratory work; the administration of drugs; nursing care; and other medically accepted treatments;
May follow up patients progress while in and out of clinics or hospitals;
Refers patients to various facilities where indicated;
Makes available medical information useful to supporting medical, laboratory, psychiatric, or social services staff in diagnosing and meeting the needs of patients;
Conducts classes or seminars in the training of staff and community health providers;

Supervises the compilation of periodic medical reports;
Prepares a variety of records and reports relating to work;
Reviews and supervises diagnosis and treatment services provided
by other Health Department staff;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public health medicine;
Ability to get along well with others;
Interest in maintaining a high standard of professional ethics;
Good motor, hand and eye coordination;
Sound professional judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a current valid license to practice medicine in New York State and is qualified by training and experience and administrative ability to assume responsibility for the position.