

Job Description

JOB TITLE: Medical Director

Closing Date: April 23, 2021 or until filled

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Bolaño 385-955-6539

Location: Salt Lake City, UT

GENERAL SUMMARY OF DUTIES: Responsible for providing and managing direct health care for a specified patient population.

Supervisor: Operations Officer

Supervises: Nurse Practitioners, Physician Assistants

DUTIES MAY INCLUDE BUT NOT LIMITED TO:

1. Provides and manages direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population.
2. Supervises and trains Nurse Practitioners, Physician Assistants, medical students, and all other medical staff as appropriate. Review at least 4 charts/month with each supervised advanced practitioner provider and provide feedback and direction to them to increase the quality of care they are providing.
3. Meet weekly with Medical Assistant to review processes, quality, provide direction for patient care and improvement.
4. Participates in and Chairs the Credentialing Committee. Meet with committee as needed to review provider(s) files being presented for approval for credentialing and privileging at Sacred Circle Healthcare.
5. Meet and work collectively with Quality Assurance Officer and Pharmacist to recommend improvements and to establish formulary.
6. Attend Monthly meetings: Interdisciplinary Meeting, Department Head Meeting, and Staff Meeting.
7. Helps the Quality and Assurance Officer achieve AAAHC accreditation and maintain accreditation. This will include providing recommendations and suggestions to improve quality of care and potential risks. This will require attendance at periodic meetings.
8. Meets weekly with Administrator. Assists the Administrator in assuring that the facility meets all related local, state, federal, and accrediting-body rules and regulations. Assists the administrator and clinical director in coordinating and directing patient care in the facility according to adopted policies/procedures, state and federal regulations, and accepted accreditation standards.
9. Serves as liaison between the medical staff and governing body.
10. Prescribes pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions. Refers patients to specialists and to relevant patient care components as appropriate. Attend CME courses and keeps current in field, licensures, certifications, etc.
11. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledges of legal and ethical standards for the delivery of care.
2. Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patient in correct usage.
3. Knowledge of related accreditation and certification requirements.
4. Knowledge of organizational policies, procedures, systems and objectives.
5. Ability to maintain quality, safety, and/or infection control standards.
6. Ability to plan and organize.
7. Ability to communicate effectively with patients, clinical and administrative staff, and the public.
8. Ability to interpret, adapt and apply guidelines and policies and procedures.
9. Ability to react calmly and effectively in emergency situations.
10. Ability to work independently and in a team environment.

EDUCATION: Doctor of Medicine (M.D.), Doctor of Osteopathic Medicine (D.O.)

EXPERIENCE: M.D or D.O with 3 to 5 years of directly related experience which may include residency in a directly related medical specialty.

PHYSICAL DEMANDS/ WORKING CONDITIONS:

This job requires prolonged sitting, some bending, stooping and stretching. It also requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing/eyesight/voice projection to record, prepare, and communicate appropriately. Requires occasional lifting up to 50 pounds. Most work is performed in an office environment; however, routine clinical operations monitoring may involve exposure to infectious, communicable diseases and hazardous materials, waste gases and blood and body fluids. Frequent exposure to water and chemicals used in disinfection/sterilization process. Exposure to noisy equipment. The job requires significant travel.

PHYSICAL DEMANDS/WORKING CONDITIONS, ESSENTIAL FUNCTIONS:

✓ Manual Dexterity	✓ Exposure to communicable diseases
✓ Full range of body motion to maneuver weight of patients	✓ Exposure to blood borne pathogens
✓ Standing, walking	✓ Ability to work under stress, or in emergency situations
✓ Reach above shoulder	✓ Sitting for long periods of time
✓ Repetitive arm/hand movements	✓ Sense of smell/taste
✓ Color Vision	✓ Hear alarms/telephone/tape recorder
✓ Sight Acuity – far, near, depth perception	✓ Reaching, bending, stooping, kneeling, crawling