



### Medical Director

#### General Statement of Duties:

The Medical Director is responsible for development and evaluation of standards of medical care throughout the department, providing medical direction to clinical staff, and advising the department in matters of medical policy. Meets regularly with the Board of Health and advises the Board on medical policy. This is a part-time, salaried position within the department. This position reports to the Health Commissioner.

#### Examples of Work:

- Interacts with the Board of Health, Health Commissioner, Director of Nursing, medical staff and others to develop, approve, and evaluate medical policies for the department.
- Acts as the primary physician for department clinical services (including but not limited to TB). Provides medical orders and standards of practice for clinical activities. May supervise additional clinic physicians as needed.
- Works closely with the Director of Nursing to assure the efficient operation of medical and clinical activities.
- Assist department staff in the investigation of communicable diseases in the community.
- Works closely with the medical community to advance the mission of the health department.
- Establish and maintain effective working relationships with representatives of professional societies and health agencies at the local, state, and federal level to insure the compliance of the department's various health programs with national and statewide medical guidelines.
- Develop relationships with hospitals and clinics within and outside the health district that provide care to public health patients, urgent care, and triage.
- Acts as a member of leadership team in representing the Health Department in the community, participating in the development of administrative policies and procedures, and making recommendations regarding the future of the organization.
- Acts as the medical liaison with state and federal medical authorities.
- Responsible for the receipt and distribution of licensed pharmaceuticals for the department.
- Responsible for the receipt of Strategic National Stockpile (SNS) materials from state and federal authorities.
- Serves as medical spokesperson for the department as needed.
- Provides periodic in-service training for clinical and other health department staff.



### **Essential Knowledge and Skills:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include:

- Ability to record, organize, analyze and present data with accuracy, thoroughness, and attention to detail.
- Ability to analyse complex information and develop strategies, plans, and procedures to address medical policies of the department.
- Must be able to use online data resources and use various computer database and reporting tools.
- Ability to communicate complex medical information clearly and concisely, both orally and in writing.
- Ability to interpret and apply Federal & State regulations, procedures, and policies into all aspects of the work.
- Proficiency in PC operation and the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web-based collaboration tools.
- Self motivated and disciplined.
- Ability to work effectively in groups and collaborative environment.

### **Acceptable Training and Experience:**

- Physician licensed to practice medicine in the State of Ohio
- Must meet all prerequisite and ongoing qualifications to be covered by the department liability insurance carrier.
- Must have a valid drivers license and be able to pass a background check with a record that is free from a criminal record that would prohibit employment by the department.
- Knowledge of medical science and its application to public health practice, principles and practice of public health administration, and the laws governing public health practice.
- Knowledge of current communicable diseases, their symptoms, diagnosis, and treatment as well as epidemiology and disease surveillance systems.

### **Other:**

- Will be expected to respond to public health emergencies.
- May require non-traditional working hours on occasion.
- Must attend at least one medical conference each year sponsored by the Ohio Department of Health.
- Should already have a NPI number. Credentialing with various insurance providers is preferred.

Pay Range: 9  
Status: FLSA Exempt  
Approval: DRAFT