

Classification Title: Physician Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Provides clinical oversight and medical consultation. Assures quality management and compliance with county, state, and federal policies. Participates in administration of agency and specific programs. Provides consultation to county departments as requested. Participates and collaborates with community professional organizations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Supports agency functions requiring medical licensure. Provides clinical oversight to department programs. Develops and maintains clinical policies and procedures.
2	L	Functions as compliance officer for the agency. Oversees the Quality Management programs. Assures staffs are current with their required licensures, credentials, and registrations. Contributes to provision of required, topical, and informative staff training.
3	L	Manages and supervises programs and serves as an active member of the Senior Leadership Team (and other management teams). Participates in cabinets, including Quality Management, and others as assigned. Contributes to the agency's Strategic Plan.
4	L	Consults with Wake County Risk Management and Worker's Compensation as requested.
5	L	Contributes to the development and maintenance of a strong health care collaborative in Wake County. Increases medical homes in Wake County. Serves as agency's spokesperson when requested.

CLASSIFICATION REQUIREMENTS:

Education	Doctorate in Medicine.
Experience	Five years' experience as a Medical Director, Internal Medicine/Pediatrics
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	Medical licensure, Medical Board licensure preferred, MPH, MPA, MBA preferred, and NC class C driver's license.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Telephone, blackberry, medical equipment, laptop, lotus notes, Microsoft office.

PRIMARY WORK LOCATION	
X Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Ware
Outdoors (see 1 below)	Other (see 2 below)

PROTECTIVE EQUIPMENT REQUIRED:

Universal precautions, OSHA, respiratory protection.