

JOB DESCRIPTION

MEDICAL DIRECTOR

Purpose:

The Medical Director will be responsible for the overall provision of physician services. He/she will oversee organizational planning and development; management, clinical policy and protocol development for medical services within the Agency.

Reports to: Executive Director

Supervisees: The Medical Director is not intended to have any direct supervisees.

Specific Duties/Expectations:

1. Planning and Development

- a) Participate in needed intermediate and long range planning for the development and management of Medical (Psychiatric) services.
- b) Confer on a regular basis with the Executive Director making recommendations as appropriate for the enhancement of psychiatric services.

2. Clinical Policy and Protocol Development and Review

- a) With ongoing feedback from the Staff, assist in the development of a set of Clinical Policies and Protocols for the delivery of psychiatric service.
- b) Assist an annual review of the Clinical Policies and Protocols (specifically those regarding psychiatric services) with Quality Improvement staff and Executive Director.

3. Staff Training, Development, Retention, and Review

- a) Work collaboratively with the Quality Improvement staff and Executive Director to ensure staff training and development.
- b) Oversee, in coordination with Quality Improvement staff, the efforts to provide an ongoing program of training for both the provision of Clinical Services as well as the adherence to regulatory requirements as they relate to the provision of and support of psychiatric services.

4. External Review/Audit Support

- a) Participate as needed in external audit processes and reviews to ensure superior performance with relation to external reviews and/or audits.
- b) Participate as needed in ongoing chart review and auditing procedures

5. Program Review / Quality Improvement

- a) Collaborate with the ongoing efforts of the Quality Improvement staff and Executive Director to ensure high quality clinical services are delivered in a manner which meets and exceeds all regulatory requirements.
- b) Collaborate on an ongoing basis with the Quality Improvement staff and Executive Director in their efforts to ensure that technology is brought to bear to fully benefit the clinician in such a way as to minimize their frustration and maximize their efficiency.

6. Staff Leadership

- a) When possible participate in staff meetings or teleconferences to discuss the progression of the clinical programming.
- b) Oversee and have ultimate responsibility for emergency psychiatric on-call duties.

Qualifications:

Licensed Medical Doctor, State of Ohio, minimum of 5 years Mental Health Agency Experience

Signature: _____