

MEDICAL DOCTOR

CLASS NUMBER: 07424

FLSA CATEGORY: Exempt (Professional)

EEO CATEGORY: Professional

JOB OBJECTIVE

Under general administrative direction, supervises specific service programs; conducts specialized clinics; performs certain administrative duties; and performs related work as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Conducts a clinical program in the field of public health.

Conducts physical examinations.

Examines patients and prescribes medication.

Diagnoses and treats sexually transmitted diseases including examination of contacts.

Determines necessity for referral and refers persons requiring special diagnostic procedures or treatments to appropriate agencies.

Provides technical advice to staff members.

Supervises special clinics.

Examines children for schools, camps, and orphanages.

Furnishes advice and consultation in specialized public health programs.

Attends staff meetings and conferences.

Maintains clinic and program records and prepares reports.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This classification supervises professional and support staff.

This classification reports to a supervisor, who reviews job duties and is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves moderate risks or discomforts, which require special safety precautions, e.g., driving in poor weather conditions or heavy traffic; working in a clinic setting; etc. Employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

The work of this classification requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities.

EDUCATION AND EXPERIENCE

Graduation from an accredited School of Medicine with an M.D. Degree with 5 years experience in either a generalized or specialized public health programs, with at least 2 years in an administrative capacity, or certification by any specialty Board or eligibility for any specialty Board.

In the event that fully qualified candidates are not available, or are not acceptable, a physician who has not completely fulfilled eligibility requirements for specialty board certification may be employed, provided, however, the physician cannot be given permanent status until all eligibility requirements have been completed.

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PERFORMANCE STANDARDS

Knowledge of principles and practices of medicine, particularly as related to clinical diagnosis and therapy.

Knowledge of public health laws and regulations.

Knowledge of public health administration.

Ability to make medical diagnoses.

Ability to supervise medical and para- medical staff.

Ability to establish and maintain effective working relationships.

GRADE LEVEL CRITERIA/ILLUSTRATIONS

The following examples illustrate some of the many combinations of situations, factors, and responsibilities in an **HD-11 Medical Doctor** position:

Work typically consists of broad functions and processes of an administrative or professional field. Assignments are characterized by breadth and intensity of efforts.

Guidelines, in the form of administrative policies, are available but of limited value in specific situations because of definition in general terms.

The work involves planning, developing, and carrying out vital programs. The programs are essential to the missions of the department. The work affects a wide range of departmental activities and potentially large numbers of people on a long term or continuing basis.

The purpose of contacts is to provide expert technical advice or settle matters involving significant or controversial issues.

LICENSE REQUIRED

Possession of a license to practice medicine in the State of Tennessee or eligible for licensure.