

MEDICAL SERVICES DIRECTOR

CLASS NUMBER: 07024

FLSA CATEGORY: Exempt (Professional)

EEO CATEGORY: Professional

JOB OBJECTIVE

Under general administrative direction, provides medical guidance for clinic physicians and various department programs; and performs related duties as required. The position possesses full supervisory responsibilities. Reports to the Director of Health, his/her designee, or to an Interim Director of Health as may be appointed by the Board of Health.

JOB DESCRIPTION**MAJOR JOB RESPONSIBILITIES**

- Supervises physicians
- Develops plan of supervision for mid-level providers
- Updates protocols periodically
- Provides medical information for development of clinic policies and procedures
- Plans continuing education for physicians and mid-level providers
- Makes recommendations to the Director of Health regarding medical guidelines and policies for program activities
- Assists in developing new medical programs
- Acts as liaison with community organizations and groups on program issues
- Provides answers on consults from private health professionals or assists where there is a disease outbreak.

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. or D.O. degree; completion of an approved residency in a primary care specialty and board eligible or certified in that specialty; licensed as a medical doctor. by the state of Tennessee; and 3-5 years of experience in a public health setting of which two (2) have been in an increasingly responsible administrative position; a Masters in Public Health or its equivalent is desirable.

PERFORMANCE STANDARDS

- Knowledge of the principles and practices of public health administration
- Knowledge of medical science and its application to public health
- Knowledge of public health laws and regulations
- Ability to make medical diagnoses
- Ability to supervise medical and para-medical staff
- Ability to establish and maintain effective working relationships
- Willingness and mental and physical ability to perform the duties involved in this classification.

LICENSE REQUIRED

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