

Klamath Health Partnership

Job Description and Responsibilities



Position: Medical Director

Salary Range: TBD
Status: Regular, Full-time Exempt
Reports to: Chief Executive Officer
Location: Klamath Open Door

Under the direction of the Chief Executive Officer, the Medical Director is the lead clinician in charge of all aspects of medical patient care services provided by KHP, Inc. including ancillary services such as perinatal, laboratory and radiology services. The Medical Director will monitor clinical performance to ensure medical services and operations are in compliance with all applicable regulatory and licensing agencies in partnership with the Clinical Services Manager and Quality Assurance Committee. As a member of the Leadership team, the Medical Director is responsible for reviewing and developing Clinical protocols, compliance measures, provider workflow planning and assisting with provider scheduling. The position serves as coach/mentor/trainer to staff providers, giving guidance in best practices, troubleshooting of medical services and operations issues in priority of urgency according to KHP policy and FQHC standards.

As a licensed Physician the Medical Director will also provide direct patient services in addition to their duties in administration, to perform full scope family practice in the medical clinic 50% time and administrative functions 50% of the time. The Medical Director will provide quality and cost effective primary care services to the KHP patient population, meeting their diverse health and social needs. The Medical Director will perform complete examinations of patients and screen all patients for health maintenance needs, in a relationship based model of care with a team of health providers. The Medical Director will document clinical observations, adhere to industry standards and conduct chart reviews to ensure compliance.

DUTIES AND RESPONSIBILITIES

CLINICAL (refer to Physician Contract for clinical responsibilities):

1. Provide direct patient care, including preventive care, primary diagnosis and treatment and inpatient medical care if appropriate.
2. Serve as a preceptor to providers in training as needed.
3. Maintains strict patient confidentiality.
4. Maintains timely documentation in medical records in accordance with established clinic protocols.
5. Participates in quality improvement activities.
6. Provides call coverage and inpatient care as required by contractual obligations.
7. Complies with OSHA regulations as well as all clinic safety standards.

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SUPERVISION:

1. Provides supervision of medical staff including selecting, orienting, and training, coaching, mentoring, disciplining, and performing timely performance reviews.
2. Responsible for directing all providers in the practice of quality care according to standards and benchmarks set by the organization, licensing boards and funding agencies.
3. Assists in the achievement of productivity standards as set by the Bureau of Primary Healthcare and provides leadership within the health care team to achieve those standards.
4. Approves all continuing medical education in accordance with established policies and/or contractual obligations.
5. Oversees medical chart reviews/chart audits/quality audits.
6. Develops and oversees (in conjunction with the Leadership Team) recruitment and retention program for clinical providers. Participates in the recruitment of qualified clinical staff including interviewing and recommendation for hire.
7. Monitors and assists with the new-hire orientation process to ensure consistency in training among all clinical providers.
8. Reviews credentialing, re-credentialing and privileging of clinical providers.
9. Handles complaints involving staff under their supervision in coordination with the Leadership team.
10. Act as the primary supervising physician in the Supervising Physician Organization for Physician Assistant's.

ADMINISTRATIVE

1. In partnership with the COO, develops and monitors appropriate standards of care, quality improvement indicators, patient care protocols including the Patient Centered Medical Home through evidenced-based programs and processes.
2. Serves as an active member of the Leadership Team, attends Board of Directors' meetings and other administrative meetings as required.
3. Represents Klamath Health Partnership to other agencies, medical groups, institutions, and the community as necessary.
4. Develops affiliations and networks to provide medical care for Klamath Health Partnership patients.
5. Oversees the clinical component of the quality improvement program. In partnership with the Leadership Team, develops and implements QIP indicators.
6. Assures compliance with requirements set forth by the Bureau of Primary Health Care (BPHC) and our Federal 330 Grant. Performs due diligence in matters related to clinical practice in full compliance of the medical licensing board, the OR business and professions code, HRSA and other regulatory agencies.
7. Provides additional assistance within and outside of clinical arena, as requested and/or as appropriate, to ensure the ongoing success of the organization.

EDUCATION AND EXPERIENCE:

1. Board certification or Board eligible, in family or internal medicine is required.
2. Graduation from an accredited school of medicine is required.
3. Prefer three (3) years of experience within a primary health care environment, preferably in medically needy and underserved communities and in a community health center setting.

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QUALIFICATIONS:

1. Current, valid license to practice medicine in the State of Oregon, including DEA license and ACLS/PALS required.
2. Current, relevant, and substantial knowledge of areas related to health center licensing and operations, e.g., legal/regulatory, administrative, policy, protocols, and other clinical issues, especially within a FQHC environment, required.
3. Knowledge and understanding of mid-level supervision agreements and regulations.
4. Demonstrated ability to work effectively independently and as part of a team, in collaborative settings, required.
5. Understands and is committed to maintaining highest level of confidentiality.
6. Demonstrated ability to provide leadership to staff and to build the trust and respect of patients, staff, colleagues, external contacts, and other Leadership team members.
7. Ability to motivate staff; promote team building; assume leadership role within clinical arena.
8. Sensitivity to needs of culturally diverse patient and employee population.
9. Willingness and ability to work some evenings and weekends, as needed.