



## **Medical Director Position Description**

**TITLE:** Medical Director

**RESPONSIBLE TO:** Executive Director

**SALARY RANGE:** Proportionate to education and experience.

**STATUS:** This position will be scheduled at 0.4-0.8 total FTE, to be determined during the interview process. It will include a minimum of 0.2 Administrative time.

For positions above 0.75 FTE, Samaritan Health Center offers enrollment in its QSEHRA.

**POSITION SUMMARY:** The Medical Director has primary responsibility for managing the clinical performance of Samaritan Health Center. He or she will work closely with the Executive Director to ensure that medical and vision services at the Health Center are provided at the standard of care. These responsibilities include overseeing the clinical policies and procedures of the health center, Electronic Health Records, oversight of paid clinical staff, and oversight of the clinical aspects of care provided by support staff and volunteers.

It is expected that the time and expertise of Board members and other staff and volunteers may be called upon for all of the following responsibilities.

### **ESSENTIAL QUALIFICATIONS:**

- Enthusiastic support of the mission and goals of Samaritan Health Center
- A clear heart for those who are experiencing poverty or are medically disenfranchised
- Active North Carolina medical license
- Board certified primary care physician with clinical scope for both adults and children
- An advanced understanding of the medical and administrative issues involved in providing clinical leadership at a health center
- Excellent verbal communication skills in a wide variety of settings
- A demonstrated ability to lead, support, and partner with a diverse team of staff and volunteers
- Experience and demonstrated abilities for working in a multi-cultural setting.
- Ability to provide holistic leadership, addressing physical, emotional, and spiritual needs of patients and staff

- Spanish language ability, grant writing skills and community networking experience would be ideal but are not required.

## **ESSENTIAL FUNCTIONS:**

### Organizational Leadership

- Represent Samaritan Health Center in meetings with local partners and grantors, as requested by the Executive Director and Board of Directors.
- Advise and assist the Executive Director and Board of Directors in strategic planning and vision, as well as communicating this vision to community partners and donors
- Identify the health care needs of the target population and communicate those needs so that program initiatives are created and designed to meet the needs of the community.
- Lead Clinical Operations Committee in planning, credentialing/privileging, peer review and quality control.
- Lead quality improvement initiatives by identifying important parameters to monitor and developing systems that ensure the delivery of high-quality care. Provide periodic reports to the Executive Director and Board of Directors addressing clinical performance and improvement.

### Program Administration (in collaboration with the Executive Director and SHC support staff)

- Supervise compassionate and high-quality preventive, long term and acute care according to appropriate standards for all Samaritan Health Center patients through SHC's staff and volunteer health care providers.
- Sign as collaborative physician for staff and volunteer advanced practice providers (NPs and PAs), in accordance with good patient care and North Carolina regulations.
- In conjunction with the Clinical Operations Committee, develop and maintain policies related to the delivery of medical, dental and vision care, ensuring that SHC operates in a consistent, compassionate and high-quality manner.
- Oversee the clinical aspects of care provided by all medical staff.
  - Ensure appropriate documentation of clinical services.
  - Ensure that performance expectations are understood by all providers.
- Bring to the attention of the Executive Director and Clinical Operations Committee any situation whose performance does not meet expectations in clinical care, interpersonal relationship, ethics, etc.
- In consultation with the Executive Director and SHC support staff:
  - Maintain appropriate EHR systems including evaluation and implementation of new systems as needed
  - Develop systems and enlist appropriate personnel for collecting and analyzing data relevant to clinic operations and strategic planning
  - Generate reports and presentations as necessary

### Community Relationships

- In partnership with the Executive Director, assist with:
  - Obtaining necessary volunteer, financial and material resources to operate clinic programs.

- Identifying available services and resources and collaborating with other providers and agencies.
- Developing and maintaining partnership agreements with individual and corporate health care providers and agencies to meet the needs of SHC patients.

#### Volunteer Personnel Management

- In consultation with the Executive Director and SHC support staff:
  - Assess administrative and program needs to achieve appropriate staffing
  - Recruit volunteers through scheduled orientations and individual contacts
  - Ensure that all providers are appropriately credentialed and privileged
  - Develop and maintain position descriptions and policies/procedure manuals for all volunteer staff.
  - Assess training needs, identify sources of training, and ensure volunteer staff receives adequate training to perform duties.

#### Staff Management

- Perform annual reviews of physician and advanced practice providers who are employed by SHC.
- Provide input for clinical support staff annual reviews.
- Advise and consent on staff hiring

#### Risk Management and Regulatory Compliance

- Assure compliance with all applicable laws and regulations pertaining to the operation of a private, non-profit health care organization
- Maintain all necessary insurance coverages to provide reasonable protection for the clinic's Board, staff, volunteers, patients, equipment, supplies and financial resources.
- Work in collaboration with the Executive Director and Operations Manager to prepare and submit all necessary forms, fees and reports to regulatory agencies.
- Ensure the sound organization and safekeeping of important clinic documents and records.

#### **TIME COMMITMENT:**

The administrative and leadership responsibilities of the Medical Director position will require flexibility in scheduling hours based on agency needs and other community relationships. The anticipated time commitment may vary week to week.

#### **CANDIDATES:**

Please submit application materials to [jobs@samaritanhealthcenter.org](mailto:jobs@samaritanhealthcenter.org). Submissions will be reviewed on a rolling basis.