

MEDICAL DIRECTOR

JOB DESCRIPTION

Main function	Responsible for establishing, maintaining, and enforcing acceptable professional and ethical standards of the facility's medical staff according to its policies, procedures, philosophy, and objectives. Assists the administrator in assuring that the facility meets all related local, state, federal, and accrediting-body rules and regulations. Assists the administrator and clinical director in coordinating and directing patient care in the facility according to adopted policies/procedures, state and federal regulations, and accepted accreditation standards. Serves as liaison between the medical staff and governing body.
Duties and responsibilities	<ol style="list-style-type: none">1. <u>Philosophy</u><ol style="list-style-type: none">a) Supports the facility's ideology, mission, goals, and objectivesb) Performs in accordance with the facility's policies and proceduresc) Follows the facility's standards for ethical business conductd) Conducts self as a positive role model and team membere) Recognizes patients' rights and responsibilities and supports them in performance of job dutiesf) Respects patients' rights to privacy, dignity, and confidentialityg) Participates in facility committees, meetings, in-services, and activities2. <u>General</u><ol style="list-style-type: none">a) Ensures the establishment, maintenance, continuing improvement, and enforcement of acceptable professional and ethical standards and performance of the medical staff and patient-care personnelb) Reports to the governing body regarding the quality and efficiency of medical care providedc) Oversees medical issues of day-to-day operationsd) Serves as member of the governing bodye) Maintains open line of communication with administratorf) Supports administrative decisions and activities affecting patient careg) Interprets and provides guidance on facility medical policies to enhance patient careh) In cooperation with administrator, reviews activities for adherence to facility policies and procedures, state and federal rules and regulations, and accrediting-body standards3. <u>Medical staff</u><ol style="list-style-type: none">a) Serves as a liaison between the medical staff and the governing bodyb) Serves as a liaison between the facility staff and the medical staffc) Investigates breaches of quality patient care or ethical conduct by medical staff members and makes appropriate recommendations to the governing bodyd) Enforces medical staff by-laws, rules and regulations, and facility policies and procedurese) Implements sanctions where indicated, including all instances in which corrective action has been requested against a practitioner regarding his or her compliance with procedural safeguardsf) Reviews performance of medical staff members for reappointment recommendation4. <u>Patient care</u><ol style="list-style-type: none">a) Ensures that the quality of patient care is in accordance with the established policies and proceduresb) Assists the facility staff in identifying and solving patient-care problemsc) Assists the clinical director in maintaining continuity of patient care through coordination of physicians and nursing staff5. <u>Communication</u><ol style="list-style-type: none">a) Communicates effectively and professionally with patients, visitors, physicians, and coworkersb) Interacts with others in a positive, respectful, and considerate manner6. <u>Financial practices</u><ol style="list-style-type: none">a) Uses facility resources appropriately and avoids wasteful practicesb) Promotes cost containment and efficient use of facility resourcesc) Makes recommendations for potential cost-effective improvementsd) Assists in educating medical staff about cost-containment issues7. <u>Compliance program</u><ol style="list-style-type: none">a) Contributes to the progress and development of the organization's adopted compliance programb) Performs according to established compliance policies and procedures8. <u>Performance-improvement program</u><ol style="list-style-type: none">a) Contributes to the progress and development of the organization's adopted performance-improvement programb) Performs according to established performance-improvement policies and proceduresc) May function as the chairperson of the performance-improvement committeed) Monitors medical staff participation in performance-improvement activitiese) Assists with the credentialing and re-credentialing process of the performance-improvement committeef) Develops and participates in performance-improvement studies as needed to assess medical care/staff9. <u>Safety/risk-management program</u><ol style="list-style-type: none">a) Adheres to safety policies and procedures in performing job duties and responsibilitiesb) Works with the safety officer to resolve observed or suspected safety violations, hazards, and policy/procedure noncompliance

	<ul style="list-style-type: none"> c) Responds to emergency situations with competence and composure d) Supports risk management and participates in programs concerning patient and employee safety <p>10. <u>Professional competence</u></p> <ul style="list-style-type: none"> a) Participates in continuing education and other learning experiences b) Participates in facility teaching programs for employees and medical staff on topics of special interest/pertinent to the clinical aspects of outpatient surgery c) Maintains membership in relevant professional organizations d) Welcomes suggestions and recommendations e) Provides facility with updated credentialing information
Qualifications	<ul style="list-style-type: none"> 1. Cooperative work attitude toward management, facility staff, patients, visitors, and physicians 2. Ability to promote favorable facility image with physicians, patients, insurance companies, and general public 3. Ability to make decisions and solve problems
Requirements	<ul style="list-style-type: none"> 1. <u>REQUIRED</u> <ul style="list-style-type: none"> a) Qualified medical staff member b) Medical practitioner with active license in appropriate state c) State DEA registration d) ACLS certification e) Evidence of leadership qualities f) Strong ethical and moral character references g) Language skills adequate for high-level written, interpersonal, and telephone communication in American English 2. <u>PREFERRED</u> <ul style="list-style-type: none"> a) ASC experience b) Computer literacy c) Strong ethical and moral character references
Job quality requirements	<ul style="list-style-type: none"> 1. Accuracy 2. Attention to detail 3. Timeliness 4. Organization 5. Low supervision needed to accomplish tasks
Dependability	<ul style="list-style-type: none"> 1. Attendance 2. Punctuality 3. Ability to meet deadlines
Physical/mental requirements	<ul style="list-style-type: none"> 1. Ability to walk/stand for long periods 2. Capability for occasional overhead and low reaching 3. Physical strength for equipment needs and patient-care activities 4. Visual and auditory acuity for timely response and patient-care assessment activities 5. Ability to move quickly in response to patient needs 6. Ability to frequently make judgments on/respond to problems 7. Ability to occasionally make judgments on/respond to disasters/emergencies, actual events, or drills
Working conditions (environmental)	<ul style="list-style-type: none"> 1. Well-lit and ventilated, with hazardous and non-hazardous equipment 2. Category I: involves occupational exposure to blood and other potentially infectious body fluids and materials
Reports to	Governing body
Supervises	Medical staff
Contacts	<ul style="list-style-type: none"> 1. Patients 2. Patients' family/significant others 3. Medical staff members 4. Facility personnel 5. Administration 6. Governing body
Formal lines of promotion	No formal lines of promotion

EMPLOYEE STATEMENT

I have read the **Medical Director** job description and understand the functions of the position at this facility.

Employee's Signature

Date