

## **ASSOCIATE MEDICAL DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is medical professional work which provides assistance to the Chief Physician in overseeing medical care at the Countryside Care Center to ensure the adequacy and appropriateness of the medical services provided to patients and to maintain surveillance of the health status of employees. Supervision is exercised over attending staff physicians and paraprofessional staff (Physician's Assistant and/or Nurse Practitioners). Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Serves as a member of the Quality Assurance and Assessment Committee and Infection Control Committee. Acts as backup to the Chief Physician by: Advises the Director of Nurses in the implementation of Patient Care Policies; Provides the Administrator with appropriate information to help ensure a safe and sanitary environment for patients and personnel; Reviews all incidents and accidents that occur on the premises and makes suggestions as to means of correction of any hazards to health and safety; Serves on all standing committees assigned to him as outlined in the Medical Staff By-Laws and calls and attends Medical Staff meetings; Provides consultation to and participation in service training programs; Advises the Administrator as to the adequacy of the facility's patient/resident care services and medical equipment and shall be consulted on this in preparation of the annual budget; Submits monthly reports to the Administrator; Serves on various committees as assigned; Assures that the medical staff is in full compliance with all State and Federal Health Regulations; attends to patients/residents for periodic or emergency visits whenever the personal physician is not available; Provides or ensures the provision by the personal physician or paraprofessional of a completed medical evaluation of each admission within forty-eight (48) hours, and a medical plan of care within seven (7) days; Visits or ensures visitation by the personal physician or paraprofessional as allowed by law every thirty (30) days for those residents in the facility less than ninety (90) days, and visits every sixty (60) days for those residents in the facility longer than ninety (90) days; Reviews own medical and treatment orders and ensures compliance of all medical and treatment orders; Advises and informs the staff of proper care through chart documentation.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of professional medicine; Good knowledge of pertinent provisions of State and Federal Hospital Codes; Ability to plan and over-see the medical care program of a large health care facility; Ability to establish and maintain cooperative relations with the medical staff; Patients/residents and administrative personnel; Interest in maintaining a high standard of health care and professional ethics; Good professional judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** (1) Graduation from an approved medical school and (2) satisfactory completion of Medical Boards and (3) 2 years experience on the staff of an accredited health facility.

**SPECIAL REQUIREMENTS:** Possession of a license to practice medicine in New York State.

Adopted: 11/5/01