

WESTERN U.P. HEALTH DEPARTMENT

JOB DESCRIPTION

JOB TITLE: MEDICAL DIRECTOR

DIVISION/DEPARTMENT: Administrative Unit

REPORTS TO: Health Officer/Executive Officer

POSITION SUMMARY:

Under the direction of the Health Officer/Executive Officer, serves as the medical executive for Western U.P. Health Department and assists in the establishment and maintenance of public health services. Provides direction regarding communicable disease and public health practices and guides and evaluates the clinical performance of direct service programs. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.

ESSENTIAL FUNCTIONS:

1. Assume authority for the direction of medical matters of the agency.
2. Develop and recommend medical policy to the Health Officer/Executive Officer and Board of Health. Determine and carry out department medical policies and procedures. Develop, review and implement all standing orders. Supervise all direct medical services provided by the agency and provide consultation to professional staff members and members of the medical profession on problems and issues concerning public health.
3. Advise the Health Officer/Executive Officer and management team on matters related to medical health services, remedy operational problems and explain changes in medical policies and procedures.
4. Provide medical expertise to assist the Health Officer/Executive Officer, management team and Board of Health in the development of the Health Department's program plans, policies, priorities and quality assurance activities.
5. Guide and evaluate the clinical performance of all direct service programs to assure quality and compliance with accepted medical practice. Inform the Health Officer/Executive Officer of problems or needs. Supervise the work of mid-level practitioners.
6. Provide direction regarding communicable disease, epidemiology and disease prevention within the community. Oversee epidemiological investigations of disease outbreaks.
7. Provide medical direction to the community health assessment function of the agency and help identify and evaluate the community public health and substance abuse health risks and needs. Working with the Health Officer/Executive Officer and management team, develop plans, objectives and policies for programs designed to address community health issues.
8. Provide medical direction to agency's emergency preparedness planning, policy development and exercises. Assume responsibility for medical control and direction to agency and local medical

community during a public health emergency, and provide medical advice to the Health Officer/Executive Officer as required to evaluate an emergency situation and develop appropriate public information, orders, and procedures.

9. Serve as the chief medical spokesperson for the Health Department and act as a liaison between the Department and the public, other health care organizations and the local medical community.

OTHER DUTIES AND RESPONSIBILITIES:

1. Direct research and investigations into public health issues and problems. Represent the interest of the agency in regional and statewide organizations and projects that may affect health services in the agency's 5-county service area.
2. Attend Board of Health meetings and present reports to the Board of Health, as may be required.
3. Attend meetings and conferences and keep abreast of new philosophies, objectives and procedures in the field of medicine, and direct or provide staff continuing education related to the healthcare practice topics under the Medical Director's responsibility.
4. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.
5. Perform other duties as required.

JOB QUALIFICATIONS:

1. Possession of current Physician License in Michigan as a MD or DO, current Michigan Drug Control License, current Michigan Controlled Substance License and federal Controlled Substance Registration Certificate, and complies with 1 of the following requirements, as defined by Michigan's Public Health Code, Act 368 of 1978.
 - a. Board certified in preventive medicine or public health; or,
 - b. Possesses an MPH or MSPH degree and not less than two (2) years of full-time public health practice; or,
 - c. Has not less than three (3) years of full-time public health practice and twenty-four (24) graduate credits acceptable toward a public health degree.
2. Extensive knowledge of the laws, codes, and regulations pertaining to public health including knowledge of the Public Health Code and Administrative Rules.
3. Thorough knowledge of the current developments in the fields of health and medicine. Considerable knowledge of current social and economic problems pertaining to public health.
4. Basic working knowledge of personal computers and variety of common software applications.
5. Excellent interpersonal skills and ability to communicate effectively in verbal and written format to maintain cooperative working relationships with many different types of organizations, public officials and the general public.

SPECIAL PHYSICAL AND PSYCHOLOGICAL DEMANDS:

- Must be able to see at a near normal vision acuity level.
- Must be able to hear normal speech and sounds, speak.
- Must be able to continually use one or both hands, sit for prolonged periods.
- Must be able to frequently walk, stand, stoop, bend.

- Must be able to occasionally reach above shoulder level, kneel, squat, lift, move (carry, push, pull) up to a maximum 10 pounds.
- Must be able to read and comprehend instructions and other materials.
- Must have the ability to pay attention to detail and be accurate.

WORK ENVIRONMENT AND HAZARDS:

- Normal indoor office/work area. Normal light, heat, air and space; little or no hazards.
- Noise level is minimal to moderate.
- May have the risk of exposure to communicable disease.
- Occasional travel to clients or offices in area-wide district.

CLASSIFICATION:

This is an executive management level position, appointed by the Board of Health upon the recommendation of the Health Officer/Executive Officer and approval by Michigan Dept. of Community Health.

Exempt, non-bargaining unit.

Performance reviewed by the Health Officer/Executive Officer and Board of Health in concurrence.

ADMINISTRATIVE GRADE: N/A

SUPERVISES: This position may provide work direction and specific medical orders to Public Health staff, but does not supervise any employees.

APPROVED BY:

DATE:

Medical Director

Health Officer/Executive Officer

The statements in this position description are not intended and should not be construed to be exhaustive lists of all duties, responsibilities, skills, efforts or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of the work performed by people assigned to the position.