



*Outpatient Medical Centers, Inc.*  
*Providing Quality Healthcare To All.*

## **JOB DESCRIPTION – MEDICAL DIRECTOR**

**REPORTING TO:** Chief Executive Officer

**DEFINITION:** The Medical Director is appointed by and responsible to the Chief Executive Officer as the chief medical officer of Outpatient Medical Center, Inc. and is charged with providing leadership in all areas relating to the clinical operation of the health center. The Medical Director is responsible for recommending and implementing clinical policies and procedures; supervising the clinical staff in their medical, nursing, and administrative duties; insuring continuous quality improvement in all clinical activities; and acting as an integral part of the management team of the health center.

### **DUTIES AND RESPONSIBILITIES:**

- 1) Participates in the clinical program of the organization according to the guidelines established for all staff physicians of similar training and board certification.
- 2) Provides outpatient care in the clinic and works with the CEO and other Clinicians in establishing a schedule for in-patient care.
- 3) Maintains licensure in good standing in the state of Louisiana.
- 4) Organizes the clinical staff and resources in carrying out the health care program of Outpatient Medical Center, Inc.
- 5) Leads OMC's recruiting efforts for all clinical staff including physicians, mid-level providers, allied health personnel, and nurses.
- 6) Makes recommendations to the Chief Executive Officer regarding the employment, promotion, transfer, and discharge of all clinical staff and directly conducts the implementation of all decisions relating to the employment of these staff members.
- 7) Specifies the responsibilities, authority, and working relationships among the clinical staff including appointing quality assurance coordinators (assistants), committee chairpersons and any other clinical or administrative positions involving the clinical staff.
- 8) Provides for a clear and effective flow of information between the clinical staff and the management team by conducting monthly staff meetings.
- 9) Makes recommendations to the Chief Executive Officer regarding the purchase of equipment and supplies needed to provide patient care.
- 10) Supervises the quality assurance activities of the health center.
- 11) Conducts annual performance evaluations of all clinical staff.
- 12) Advises and assists the Chief Executive Officer in all major decisions regarding policy and procedures.
- 13) Advises and assists the Chief Executive Officer in all financial matters related to billing and collections.

- 14) Participates in the completion of the annual federal grant request and other grant applications as needed by assuming responsibility for the clinical portion of those grants.
- 15) Reports to the Board of Directors on a monthly basis regarding the clinical activities of the health center.

**REPORTING RELATIONSHIPS:**

The Medical Director reports directly to the Chief Executive Officer and has supervisory responsibility for all clinical staff.

**EVALUATION:**

The Medical Director's work performance will be evaluated annually by the Chief Executive Officer. Peer reviews shall be performed by a Clinician for annual clinical evaluation.

**QUALIFICATIONS:**

- 1) A physician's license to practice medicine in the state of Louisiana.
- 2) The ability to employ necessary management techniques in the on-going supervision of the clinical staff.
- 3) The ability to analyze complex information and communicate effectively both orally and in writing.
- 4) The ability to set priorities and to make decisions on critical health care programs and issues.
- 5) Must be qualified in Basic Life Support techniques.
- 6) Personal and professional qualities which will permit the Medical Director to work with the staff of the health care center in such a manner as to earn their confidence and respect.

\_\_\_\_\_  
Medical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date