

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Serve as the Regional Administrator/Regional Medical Director (RA/RMD) for the Louisiana Department of Health (LDH) Administrative Region 2, which consists of Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, West Baton Rouge, and West Feliciana Parishes. The RA/RMD directs the execution of public health programs and all matters impacting the administrative operations of the Office of Public Health within Region 2 with signatory authority delegated from the OPH Assistant Secretary to direct the various disciplines, staff and programmatic functions to provide comprehensive public health services.

The RA/RMD supervises, or designates supervision, of the regional staff located in the Regional Office and state-operated public health delivery sites, which currently includes five Parish Health Units (with the TB and Children's Special Health Services Clinics located in the East Baton Rouge PHU) and monitors, with the state WIC Program, WIC contract sites in the region. Other positions domiciled in the Region may be mutually coordinated through OPH central office programs, local governing authorities, or contracted public health agencies. This position reports directly to the Bureau Director for Regional and Clinical Operations, who reports to the Deputy Assistant Secretary for the Center of Community and Preventive Health, who reports to the OPH Assistant Secretary.

40% ADMINISTRATIVE

The RA/RMD serves as the appointing authority for all Civil Service matters involving LDH-OPH Region 2, providing direction and oversight into the hiring, training, management, and disciplinary matters of regional staff including regional, parish, and contract personnel, which may include physicians, nurses, nutritionists, health educators, administrative assistants, disease investigation specialists, emergency response coordinators, and other public health/technical professionals. The position reviews applications, verifies credentials, evaluates qualifications, interviews, and chairs a committee in the selection of clinicians to be members of the LDH/OPH facilities and LDH/OPH-sponsored work sites.

The position typically provides direct supervision to the Regional Nurse Manager, the Assistant Regional Administrator, Advanced Practiced Registered Nurses, the Public Health Emergency Response Coordinator, the Immunization Consultant Supervisor, and other program managers and staff within OPH Region 2 as deemed appropriate.

This position is responsible for preparation and monitoring of parish and regional budgets, which includes salaries for regional employees and all operating/service delivery expenditures in OPH facilities in the region, as well as developing, reviewing and approving fiscal and administrative matters including, but not limited to purchasing, leasing, and fee collection.

Represents the Assistant Secretary of OPH regarding all administrative and programmatic concerns with regional health, social, and economic impact at legislative hearings, local governing body meetings, and budget conferences. Serves as liaison between OPH and located elected officials, municipal authorities, community leaders, and other agency heads.

Evaluates and assesses physical plant requirements for OPH facilities/space occupancy based on demands for services and projected patient/client population increases in each as well as confers with and provides detailed specifications to architects for space design to accommodate essential requirements such as clinic flow, supplies, equipment, patient charts, medications, etc. Coordinates, or designates coordination of facility maintenance of all parish health units with parish governments, including police juries.

Directs the implementation and monitors the execution of OPH health services in Region 2. Collaborates with program managers and regional managers to set priorities and develop plans for service delivery within the region in accordance with agency priorities and guidelines. Monitors, and evaluates efficiency, quality and compliance of these public health programs with state and federal regulations and takes corrective action as necessary.

Researches, plans, and develops strategies to assess community needs and to develop initiatives to address those needs.

Conducts routine staff meetings to discuss operational issues, personnel matters, and communicates matters of concern to the director of the Bureau of Regional and Clinical Operations, or other appropriate authorities within the agency.

40% PUBLIC HEALTH

Supervises the medical/clinical aspects of all public health programs in Region 2 and serves as the regional medical contact for central office staff for all programs, including, but not limited to, reproductive health (family planning and STD/HIV), maternal child health, immunizations, Children's Special Health Services (CSHS), and TB.

Serves as medical consultant for LDH/OPH environmental health issues in the region, in consultation with the Assistant Secretary, State Health Officer, Deputy Assistant Secretary for Community Preparedness and Health Protection, and the Bureau Director for Regional and Clinical Operations. Assumes the medical/clinical leadership role for the Rapid Response Team in the region regarding communicable disease outbreak investigations, bioterrorism activities, and emergency preparedness activities in the region.

Serves as the LDH/OPH lead over all emergency preparedness activities in the region, in consultation with the Assistant Secretary, State Health Officer, OPH Medical Director, Deputy Assistant Secretary for Community Preparedness and Health Protection, the Bureau of Community Preparedness, and the Bureau Director for Regional and Clinical Operations. In Region 2, maintains 24-hour response capabilities for emergency operations; coordinates medical and/or sanitation services in the region during disaster-related emergencies; and coordinates the provision of health and medical services for evacuees in regional medical special needs shelters during a declared disaster. Serves as a member of the Louisiana Emergency Response Network (LERN) Regional Commission.

Researches, develops, and implements innovative approaches to the delivery of quality public health services in the region, including collaborations with community partners. Negotiates contracts and memorandums of understanding related to public health activities with providers in the region, in consultation with the Bureau Director for Regional and Clinical Operations.

Provides leadership and participates in the development of regional health promotion activities and initiatives. Assists LDH in assuring access to primary and rural medical care for residents within the public region. Supports and coordinates medical services with Medicaid and Medicaid managed care programs as part of the LDH/OPH Program.

Assures and conducts medical clinics as needed in accordance with appropriate medical practice and applicable LDH/OPH protocols in LDH/OPH facilities and LDH/OPH-sponsored work sites. Provides prescription labeling/dispensing on a regional basis for all public health clinical activities. Serves as the collaborating physician for Advanced Practice Registered Nurses. Monitors and consults with yellow fever vaccine centers in the region.

Participates in the planning of, and attends, training programs, seminars, workshops, management, and supervisory meetings to keep abreast of current trends and changes in public health. Completes the minimum of 20 hours of Category 1 continuing education credits required to maintain Louisiana Medical Licensure.

15% COMMUNITY WORK

Provides education for the public and elected officials regarding public health issues, as appropriate, and provides health care providers in the region with information and consultation to diagnose, treat, and control diseases that threaten the health of the population in the region. Serves as regional contact person on such issues. Serves as the lead public information officer and media spokesperson for LDH/OPH Region 2, in consultation with the LDH Bureau of Media and Communications (BMAC), the State Health Officer, and the OPH Senior Management Team.

Represents the agency in meetings with community groups, governmental and private officials and assumes a leadership role in the development of coalitions related to public health issues in Region 2.

Confers with medical training institutions regarding training nursing and advanced nurse practitioner students, medical students, and post-graduate medical residents; supervises the training as it occurs in the LDH/OPH facilities and LDH/OPH-sponsored work sites.

5% OTHER DUTIES

Performs other duties as directed and/or approved by the OPH Assistant Secretary, State Health Officer, LDH Leadership, the Deputy Assistant Secretary for Center for Community and Preventive Health, and the Bureau Director for Regional and Clinical Operations.