



<b>Position</b>	Clinical Medical Director	<b>Department</b>	Health & Wellness
<b>Supervisor</b>	Chief Executive Officer	<b>Location</b>	Lafayette, LA

**1. Position Summary:**

The Community Health & Wellness Center includes the following sub-departments:

- The Acadiana Gay Man’s Wellness Center
- Prevention / Community Outreach

The Clinical Medical Director will ensure continuity between these departments and serve as a liaison between the day-to-day operations of the clinical, wellness, and prevention programs and the administration of AcadianaCares.

The Medical Director is the lead clinician in charge of all aspects of medical patient care services provided in the AcadianaCares Community Health & Wellness Center; a Federally Qualified Health Center (FQHC) Look-Alike (LAL). The Director will help to coordinate the expansion of the clinic, maintaining compliance with all applicable rules and regulations.

**2. Minimum Qualifications:**

Doctor of Medicine graduate with a current state medical license with at least two (2) years of experience, preferably in medically needy and underserved communities, is required.

Ability to work with people of diverse lifestyles required.

At least one (1) year of experience with HIV healthcare and infectious diseases is required.

Experience managing a medical office or coordinating a medical program is preferred.

**3. Required Licenses/Certifications:**

Valid MD license with agency credentialing.

Valid Louisiana driver’s license.

CPR and basic life support certification.

**4. Position Responsibilities:**

70%	<p>Clinical Operations:</p> <ol style="list-style-type: none"> <li>1. Evaluates and treats patients appropriately. <ul style="list-style-type: none"> <li>• Reviews and approves the initial treatment plan for new clients.</li> <li>• Evaluates patients and provides appropriate medical treatment for various illnesses and injuries.</li> <li>• Ensures HIV treatment plan adheres to HRSA requirements.</li> <li>• Prescribes and administers medications in accordance with state and federal statutes.</li> <li>• Reviews medication regimens and makes adjustments as necessary.</li> <li>• Oversees the testing and treatment of all Wellness Center patients.</li> <li>• Performs minor in-office procedures within scope of practice.</li> <li>• Maintains admitting privileges with local/regional facilities.</li> <li>• Orders and reviews labs.</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>• Refers patients out to specialists when medically appropriate.</li> <li>• Follows up on specialty referrals.</li> <li>• Consults with other clinic providers as needed.</li> <li>• Shares on-call responsibilities with other medical staff according to the on-call schedule.</li> </ul> <p>2. Administration of department.</p> <ul style="list-style-type: none"> <li>• Oversees administrative areas of the department's programs such as timely completion and coordination of monthly reports on program function, data collection, etc.</li> <li>• Assures that charts are reviewed monthly and meet the program quality standards.</li> <li>• Assist the Chief Executive Officer in planning and coordinating in-service training scheduling and activities.</li> <li>• Recommends policy changes regarding the medical program.</li> <li>• Develops, in conjunction with executive board, annual goals, and objectives.</li> </ul> <p>3. Directs personnel administration.</p> <ul style="list-style-type: none"> <li>• Provides on-site and direct professional supervision of treatment and any medical staff-in-training.</li> <li>• Monitors hiring practices, performance levels, and professionalism of staff.</li> <li>• Assists in the development and implementation of personnel policies.</li> <li>• Participation in hiring process of department staff.</li> </ul> <p>4. Oversees financial administration.</p> <ul style="list-style-type: none"> <li>• Develops, with chief executive officer, the annual budget.</li> <li>• Reviews all financial reports to ensure that accounting accurately depicts income and expenditures.</li> <li>• Develops, with chief executive officer and executive board, long-range financial planning and fund-raising strategies.</li> <li>• Works with billing and accounting personnel as needed to ensure that payments / reimbursements are being processed appropriately.</li> </ul> <p>5. Oversees clinical supervision and coordination of services.</p> <ul style="list-style-type: none"> <li>• Directly supervises other medical providers and the Clinic Manager.</li> <li>• Recommends and develops, with other staff directors, new programs, policies and procedures to improve and maintain quality services.</li> <li>• Performs chart reviews to ensure medical necessity for other providers on site.</li> <li>• Performs such other duties as may be assigned.</li> </ul>
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	<p>6. Serves on the Quality Assurance Committee.</p> <ul style="list-style-type: none"> <li>Responsible for implementing, reviewing and developing clinical protocols, performance objectives, productivity benchmarks, compliance measures, and provider workflow planning.</li> </ul>
20%	<p>Managerial:</p> <ul style="list-style-type: none"> <li>Studies the effectiveness and suitability of clinical services, policies, structure, and procedures and advises the Chief Executive Officer of needed changes.</li> <li>Responsible for the scheduling, supervision, and evaluation of clinical staff to ensure required availability of patient care.</li> <li>Provides staff with updates and trainings as needed to provide appropriate and effective services to patients.</li> <li>Ensures medical records are being maintained in compliance with internal and external regulations.</li> <li>Reviews and approves policies and procedures for the clinic, and ensures compliance with FQHC standards.</li> <li>Participates in the FQHC Look-Alike site visit preparation and review process.</li> <li>Submits records and performance reports to HRSA as per FQHC requirements.</li> </ul>
5%	<p>Prevention:</p> <ul style="list-style-type: none"> <li>Establishes and maintains ongoing collaborations and referral networks.</li> <li>Develops appropriate evaluation plans for each program intervention.</li> <li>Reviews survey results and recommends appropriate follow up.</li> <li>Reviews and approves various applications, when appropriate, in accordance with established guidelines.</li> <li>Develops and maintains positive relationships with other community organizations.</li> <li>Supports advocacy efforts on behalf of the agency.</li> </ul>
5%	Perform other duties as assigned.

**7. Conditions of Employment:**

- Complete initial background check and drug screening.
- Adhere to all related agency and regulatory requirements, including HIPPA.
- Adhere to AcadianaCares policies and procedures.
- Adhere to schedule and time management demands.
- Maintain objectivity in assessing situations and proposing solutions.
- Complete required agency, program, and software training.
- Maintain continuing education requirements.
- Attend staff meetings unless excused.



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**8. Approximate Work Time Distribution**

Position is considered full-time with 40 hours of work per week.

**9. General Work Environment**

Approximately 95% of work shall be completed in a clinic setting. Periods of standing, sitting, using computers, scanning documents, talking on the phone, interacting with related agency representatives, and interacting with patients from a variety of backgrounds is expected.

Ability to move about the AcadianaCares campus, with or without assistance, is required.

Up to 10% of work time may be spent travelling off campus or spent working before or after posted office hours and on weekends, including on-call assignments.