

MEDICAL DIRECTOR, HEALTH SERVICES – UNH

Function of Job:

Under general direction of health services director, oversee clinical aspects of the health service organization and provide supervision for all clinical services, including clinical teams and medical aspects of ancillary services; oversee specialized clinics and other special medical services; create and enforce medical policy related to areas of supervision, and provide planning for medical services and staffing.

Characteristic Duties and Responsibilities:

1. Provide direct medical care to patients, health education and prevention services, and serve for Director in her/his absence.
2. Oversee and supervise all clinical services, including specialty clinics and medical aspects of lab, x-ray, pharmacy departments, medical acupuncture, and psychiatric case-sharing and consultation with contracted psychiatrist.
3. Manage assigned units, create and enforce related policies, and develop long range plans.
4. Plan and implement services, monitor workflow, assist with hiring, training, evaluating and scheduling staff.
5. Oversee patient scheduling and provide physical exams for certain employee groups.
6. Conduct peer review and medical quality improvement and other studies as needed.
7. Directly supervise physicians, nurse practitioners, nurse managers, and other staff as assigned; conduct physician meetings and other clinical staff meetings.
8. Provide expertise on broad health issues, such as meningitis, TB, and flu management; serve as liaison with media as needed; and discuss serious or emergency health issues with parents and university officials.
9. Serve on university groups and committees and provide medical advice to campus groups/departments.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications

1. Doctor of Medicine or Doctor of Osteopathy degree and satisfactory completion of a medical internship and residency, as well as two years of clinical experience in an area of primary care.
2. Five years experience in medical staff supervision.
3. Current license to practice medicine in New Hampshire or ability to obtain such license.
4. Medical board certification in internal medicine, family practice, or another primary care area.
5. Computer skills as required by department.

5/1/05

System Approval

2/21/05

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.