

LIVINGSTON MEDICAL GROUP
Job Description
Job Title: Medical Director

Department: Medical Director
Salary Range: \$176,000 - \$220,500
Last Revision Date: 02/23/10

Supervisor: Chief Executive Officer
FLSA: Exempt
Revised By: Chief Executive Officer

JOB SUMMARY:

The Medical Director reports to the Chief Executive Officer and is responsible for the overall day to day functions of the medical division of the Livingston Medical Group (here after referred to as "the clinic"). The Medical Director is responsible for the planning and directing of all aspects of the clinic's medical policies and programs. The Medical Director will ensure that an efficient system by which the quality of health standards are guaranteed to all patients by all providers. The Medical Director is responsible for keeping all of the providers up to date of all information shared by the Chief Executive Officer. The Medical Director is responsible first to the clinic Chief Executive Officer and then to the Board of Directors of the clinic. "Job Duties and Qualifications are all essential in performance of the position".

JOB DUTIES:

1. The Medical Director is responsible for all documentation of clinical procedures and the maintenance of up-to-date protocols, which includes Risk Management.
2. The Medical Director is responsible for delivering direct patient care for at least 20 hours during a normal work week.
3. The Medical Director is responsible for meeting regularly to consult with all providers.
4. The Medical Director is responsible for meeting at least once per week with the Chief Executive Officer.
5. The Medical Director will have supervisory responsibility for all Physicians, Nurse Practitioners, Physicians Assistants, Radiology Technicians, and Lab Technicians. Supervision shall include yearly written evaluations under the supervision of the Chief Executive Officer, the assessment, definition and/or modification of individual job duties of Physicians, Family Nurse Practitioner, Physician Assistants, and Lab/X-ray Technicians.
6. The Medical Director is responsible for attending and participating in regular monthly Continuous Quality Improvement meetings, to be monitored by the Chief Executive Officer and jointly reported to the Board.
7. The Medical Director is responsible for designing, implementing, and evaluating the quality of care for all patients.
8. The Medical Director may delegate responsibilities to subordinate staff as is deemed appropriate, subject to continued supervision.
9. The Medical Director is responsible for providing (or delegating these responsibilities) in regards to the designing, implementing, and evaluating, or defining all of the clinical requirements for all educational programs for patients and medical staff.
10. The Medical Director is responsible for the demonstration and utilization of the highest standards of medical ethics at all times.

11. The Medical Director is responsible for maintaining an affiliation with the Mercy Medical Center, Merced and Emanuel Medical Center.
12. The Medical Director is responsible for maintaining membership in the Merced-Mariposa Medical Society and representing the Clinic in meetings of professional societies.
13. The Medical Director is responsible for setting clinical policies and standards that meet with the approval of specific programs funded as required.
14. The Medical Director is responsible for understanding that there may be other departments that may oversee or are involved in funded programs to which the Medical Director will be asked to work in partnership for their contributions in regards to all clinical provisions for those programs.

QUALITIES:

1. Required to be able to build relationships of credibility and trust with staff on all levels.
2. Team oriented.
3. Decisive.
4. Able to relate well to patients from a variety of ethnic, economic, cultural and educational backgrounds, and work well with LMG employees.
5. Maintains updated knowledge base in family practice, community and preventive medicine, which includes family planning methods.

QUALIFICATIONS:

1. Excellent Communication Skills
2. Current valid California license to practice medicine.
3. Current CPR and ACLS Certification.
4. Interested practicing in a community clinic setting.

WORK ENVIRONMENT:

- | | | |
|-----------------------|-----------------------|--------------------------|
| *Works Alone | *Works with Others | *Verbal Contact w/Others |
| *Face-to-Face Contact | *Works Inside | __Works Outside |
| *Extreme Heat | *Extreme Cold | *Noise |
| *Mechanical Equipment | *Electrical Equipment | *Pressurized Equipment |
| *Moving Objects | *High Places | *Fumes/Odors |

TYPICAL PHYSICAL DEMANDS:

Requires standing and walking for up to six hours at a time. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

I have read this job description and understand the responsibilities of this position.

_____	_____
Employee Signature	Date
_____	_____
Authorized By	Date