

JOB DESCRIPTION

TITLE OF POSITION: MEDICAL DIRECTOR

TITLE OF IMMEDIATE SUPERVISOR: President/Chief Executive Officer

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS - LIMITED

DUTIES OF POSITION

Is a part-time employee appointed to provide direction, professional support, guidance, medical and technical assistance to the clients and staff of the Home Health Agency.

POSITION RESPONSIBILITIES

1. Works with the staff to assure that the medical needs of the client are met
2. Assures that the client meets the program's medical admission criteria
3. Cooperates with the client's attending physician to develop and update the medical plan of care
4. Acts as a resource to staff, clients, families, and attending physicians regarding pain and symptom control measures
5. Develops and updates policies and emergency procedures
6. Acts a liaison to physicians in the community
7. Participates in the Professional Advisory Committee and the Continuous Quality Improvement Program
8. May be requested by the President/CEO to attend outside meetings and/or conferences
9. Performs other related functions as requested

JOB CONDITIONS

1. Position is stressful in terms of meeting deadlines.
2. It requires minimal lifting of office records and printouts.
3. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
4. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
5. The ability to communicate well, both verbally and in writing is required
6. Home visits may be part of the job function and hence, it is necessary to be able drive within a defined geographic area.
7. The ability to access clients' homes which may not be routinely wheelchair accessible is required.
8. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform and demonstrate client care.
9. The ability to communicate both verbally and in writing in a satisfactory manner is

required.

10. On occasion, may be required to bend, stoop, reach and move a client weighing up to 250 pounds and lift and/or carry up to 30 pounds.

EQUIPMENT OPERATION

Utilization of CRT, calculator, multi-line telephone, copy machine, basic medical equipment

COMPANY INFORMATION

Has access to all client medical records, personnel records and client financial accounts which may be discussed with the Executive Director, Director of Finance, Employee Relations and Quality Assurance department staff, as well as outside government agencies

QUALIFICATIONS

1. Must be a physician or Doctor of Osteopathy, licensed to practice medicine in the State, preferably Board Certified in a related specialty
2. Must have extensive knowledge of home health care regulations
3. Must have the ability to demonstrate self-confidence and positive attitude toward self and others and maintain commitment and enthusiasm to goal achievement

ACKNOWLEDGMENT

Employee Signature

Date