

YOUNGSTOWN COMMUNITY HEALTH CENTER

POSITION DESCRIPTION

Position Title: Director of Medical Affairs
(Medical Director)

Position Control: Executive Director

Position Summary: Assures quality of medical services
Oversees medical provider staff

Duties and Responsibilities

Program Planning, implementation and evaluation

1. Develop annual goals and objectives for medical staff and assist appropriate management staff in the development of health related programs. To include the development of the health care plan.
2. Develop and appropriately delegate departmental priorities and responsibilities.
3. Prepares annual departmental budget and monitors monthly expenditures.

Supervision of medical staff

1. Responsible for overseeing the orientation, supervision and evaluation of all physicians and personnel of similar training.
- ✓ 2. Development and implementation of center mid-level practitioner policy and goals as well as daily supervision and co-signing charts.

Quality Assurance

1. Establish, review and maintain medical standards with the aim of assuring the quality of medical care provided to clinic patients.
2. Responsible for the review of professional credentials and delineation of roles and responsibilities of the medical staff.
3. Protocols utilized by the clinical staff shall be developed and reviewed annually with all medical providers.
4. Responsible for the implementation of a peer review system which includes:
 - a) Problem identification by monitoring discussions at provider meetings *monthly meeting*
 - b) Patient care protocols reviews *- review with sub-*
 - c) Medical chart audits-policy, goals and implementation *- including*
 - d) Develops continuing medical education (CME) policies, goals *and 2-3 pm*
- nursing staff

is not add system?