

POSITION: Medical Director Occupational
Health Services Clinic

DATE:

REPORTS TO: President,

ANALYST:

DEPARTMENT: Administration

REVISED:

JOB CODE:

REVISED BY:

AREA #:

DOC #: 1974-099.doc

POSITION PURPOSE:

Responsible for facilitating the development and refinement of Occupational Health and Total Health Services throughout the system and serving as the primary physician administrative staff liaison to ensure cost effective, high quality, comprehensive health services.

Provide Medical Director oversight to Employee Health Services.

REPORTING RELATIONSHIP:

- Reports to the President of the Center.
- This position works in partnership with the regional managers of Occupational Health and the regional managers of Total Health by serving as the clinical medical director providing clinical oversight and sharing responsibility for goal setting and performance expectations for these functions.
- Reporting to this position are Occupational Health case managers and an administrative assistant.

ESSENTIAL FUNCTIONS:

- Through strategic planning continues the development and growth of the Occupational Health and Total Health Service programs throughout the system and ensures programs operate in a manner consistent with current professional occupational medicine standards and meet financial performance targets.
- Responsible for the coordination of the administrative functions for the Occupational Health Services staff, which includes but is not limited to regulatory compliance, care management initiatives, and physician performance reviews.
- Responsible for facilitating educational activities of clinical staff, including physicians, providing advice for physicians regarding management of complex clinical situations, and maintaining resource materials for new Occupational Medicine clinical staff.
- Interfaces collaboratively with clinic physicians and physician/administrative leaders.
- Responsible for establishing and enhancing relationships with local employers to address their occupational medicine needs in conjunction with regional business development and physician leadership growing th Center's Occupational Medicine Program visibility within the communities we serve.
- Develops and implements peer review and quality improvement audits.
- Functions as the Medical Director for the Center's Employee Health Services.

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- Provides clinical direction and oversight for the Employee Wellness Programs.
- Monitors and assists physicians in productivity and practice efficiency enhancements.
- Ensures the operating and strategic plans for Occupational Health and Total Health Services are integrated with the Center and Regional strategic and operating plans.
- Communicates effectively with the Center's leadership to ensure that physicians and clinic staff are aware of strategic initiatives.
- Interfaces as appropriate with independent physicians.
- Coordinates local physician recruitment process in conjunction with Physician Recruitment Services.
- Responsible for adhering to established Service Standards and reinforcing those standards with subordinates.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position. This does not exclude consideration of applicants who do not possess the ability to perform those skills or duties upon application:

- Performs other duties as assigned or necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Licensed to practice medicine in the State of Wisconsin.
- Board Certified or Board eligible in Occupational Medicine.
- Five years experience in the leadership of Occupational Medicine including experience in an industrial setting.
- Demonstrated excellence in clinical care.
- Thorough knowledge and understanding of current trends in health care delivery, including the development of alternative delivery systems, care management, managed care, physician practice models, physician payment issues, and access to health care.
- Demonstrated success in developing positive physician relationships and collaborations.
- Demonstrated above average analytical skills in organization, planning, and the development of long-range plans.
- Excellent oral and written communication skills.
- Excellent skills in problem solving, conflict resolution, negotiation, and diplomacy.

MENTAL/PHYSICAL REQUIREMENTS:

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- Will generally be exposed to a normal office environment.
- This position requires travel so will be exposed to weather and road conditions.
- May be exposed to human blood and body fluids, so therefore must wear protective clothing as required.
- May be exposed to mechanical, electrical, chemical and explosive hazards.
- Must have functional speech, vision, smell, touch, and hearing.
- Must be able to operate all equipment essential in performing the job.