

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. PHYSMGR2A16N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) MICHIGAN VETERAN HOMES
4. Civil Service Position Code Description PHYSICIAN MANAGER-2	10. Division
5. Working Title (What the agency calls the position) Medical Director	11. Section Medical Services
6. Name and Position Code Description of Direct Supervisor ; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Michigan Veteran Homes at Grand Rapids or Michigan Veteran Homes – Chesterfield Township / VARIED SCHEDULE- WEEKEND AND ON CALL

14. General Summary of Function/Purpose of Position

Serve as Medical Director for Michigan Veteran Homes (Grand Rapids or Chesterfield), both CMS-certified 128-bed long-term care facilities. Direct operations of the Home for medical care, treatment, and personal welfare of its veteran members, ensuring provision of adequate and appropriate medical services.

This position is a test-designated position and will be subject to random drug and alcohol testing.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Supervises and serves as the working supervisor of the total medical care of physicians, advanced practice providers, contract dentists, physical therapists, occupational therapists, speech therapists, and pharmacy.

Individual tasks related to the duty:

- Select and assign physician and advanced practice provider staff as to duties and floor coverage.
- Oversee the duties and review the quality of physician and advanced practice provider work.
- Responsible for implementation of Drug Alerts.
- Check Continuing Medical Education (CME) Credentials for all physicians and advanced practice providers.
- Monitor and actively participate in the Quality Assurance and Performance Improvement (QAPI) committee of the facility.
- Supervises the preparation by staff of member cases histories.
- Supervises medical services provided for all members in the Home, including para-medical support services and medical consultations.
- Evaluate and verify employee performance.
- Ensure proper labor relations and conditions of employment are met.

Duty 2

General Summary:

Percentage: 40

Develop and implement all phases of the admission process

Individual tasks related to the duty:

- Evaluate new potential admissions.
- Admit new members with concise history & physical.
- Provide oversight and ensure completion of physician and advanced practice provider progress notes.
- Performs physical examinations, medical consultations, and professional medical services for members.
- Monitor the denial process of admissions.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions in regard to correcting medical staff deficiencies.

17. Describe the types of decisions that require the supervisor's review.

Notify administrator on policy and procedural issues.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort includes sitting, standing, stooping, kneeling, reaching, moving, transporting, walking, and bending daily. The environmental conditions are those typically associated with both an office environment and that of a long-term care facility (nursing home). Exposure to illness and second-hand smoke.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input type="checkbox"/> Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updates to the PD since it was last updated several years ago reflect the move into a new CMS-certified facility (specifically, the addition of verbiage requiring the knowledge of CMS rules and regulations and use of CMS forms), as well as a decrease in the number of beds within the facility.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide medical service to members. This position is critical to the daily operations of the Medical Division. The Medical Division is the means for the effective, efficient, and safe delivery of all medical services. The Medical Director is the person responsible for assuring those goals by working with peers, the nursing staff, consultants, pharmacists, surveyors, families, and the general public.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a medical degree from an accredited school of medicine.

EXPERIENCE:

Physician Manager 20

Four years of post, medical degree experience in the practice of medicine or osteopathic medicine and surgery.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to communicate effectively with professional and technical staff, members, families, and other service providers. A thorough knowledge of family, internal and geriatric medicine and their relationship to other medical specialties. The ability to navigate and use various computer softwares and programs

CERTIFICATES, LICENSES,

REGISTRATIONS:

Possession of a current, valid license to practice medicine/osteopathic medicine and surgery in the State of Michigan.

Possession of a current, valid driver license preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

The PD is a current, accurate representation of the duties assigned to the position

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date