

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 MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals & Forensic Mental Health Centers
4. Civil Service Position Code Description PHYSICIAN MANAGER-2	10. Division
5. Working Title (What the agency calls the position) Medical Director	11. Section
6. Name and Position Code Description of Direct Supervisor LASKOWSKI, ROSE A; SENIOR EXEC HOSPITAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor MELLOS, GEORGE E; SENIOR EXEC PSYCH DIRECTOR	13. Work Location (City and Address)/Hours of Work 2000 Chambers Rd., Caro, MI 48723 / Monday-Friday, 8:00 a.m. to 4:30 p.m.

14. General Summary of Function/Purpose of Position

Serves as the Medical Director at Caro Center. Supervises medical services provided in the medical care program, such as medicine, paramedical support services, and medical consultations. Participates in the development of new policies and procedures involving medical care provided for patients consistent with regulatory standards and applicable public status. Support through positive behavior and attitude the Affirmative Action Plan and program of the Department of Community Health and Caro Center.

Directly supervises Pharmacy and Clinical Services.

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: 25**

Supervise the physicians, technicians, pharmacy and other paraprofessional support staff in the delivery of health care services to patients of the hospital.

Individual tasks related to the duty:

- Organize and direct the overall medical treatment program, pharmacy and medical clinics in cooperation with the Hospital Director.
- Initiate and direct staff conferences to discuss administrative and medical issues.
- Advise clinical staff on a variety of problems.
- Participate in recruitment and selection of staff.
- Provide direct supervision of staff, performing performance evaluations, counseling, discipline, etc., as needed.
- Assure appropriate staff coverage through scheduling and approving leaves.

Duty 2

General Summary: **Percentage: 25**

Participate in agency organization improvement activities.

Individual tasks related to the duty:

- Actively participate as a member of the agency Performance Improvement Teams.
- Prepare and report medical staff related organizational improvement activities to Performance Improvement.
- Participate as a member of other performance improvement teams.
- Pursue continuing education activities.

Duty 3

General Summary: **Percentage: 15**

Serve as a member of the Executive Staff of the hospital to develop, review, and evaluate policies and procedures and continued compliance with appropriate standards of care.

Individual tasks related to the duty:

- Attend and actively participate in Executive and related committee meetings.
- Assist with resource development.
- Assist with programmatic and service delivery development and revisions.
- Identify and provide training needs.
- Participate in organizational planning and budget development.

Duty 4

General Summary: **Percentage: 15**

Assure compliance with agency and Department of Community Health policies and procedures, the Michigan Mental Health Code, Joint Commission standards, and all applicable certification requirements.

Individual tasks related to the duty:

- Review and revise medical staff related policies and procedures.
- Conduct and report on medical staff meetings and minutes.
- Conduct and report on mortality review meetings as per DCH guidelines.
- Actively participate in preparation for a variety of surveys, and in development and implementation of plans of correction.

Duty 5

General Summary: **Percentage: 20**

Function as a member of an interdisciplinary treatment team and provide medical services to a selected case load.

Individual tasks related to the duty:

- Work cooperatively with other team members.
- Provide and monitor medical treatment.
- Do histories and conduct physical exams as needed.
- Advise staff on issues and interventions related to medical treatment.
- Prepare special medical related projects as assigned.

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

Clinical decisions regarding patient care – affects patients and families/significant others.

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

Complex clinical, legal, or administrative issues; situations that place individuals or the agency at risk; areas of disagreement with staff, families, or advocates; employee disciplinary action, regulatory survey responses.

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.

Work is generally performed indoors in an office type setting or in a clinical treatment area. Requires regular and sustained contact with mentally ill individuals and intellectually disabled who may have been dangerous to themselves or others.

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>
SHOREZ, DAVID	DENTIST-E P15	SHOREZ, JENNIFER	DENTIST-E P15
VACANT	PHYSICIAN-E	VACANT	PHYSICIAN-E

Additional Subordinates

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

- | | | | |
|-------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Complete and sign service ratings. | <input checked="" type="checkbox"/> | Assign work. |
| <input checked="" type="checkbox"/> | Provide formal written counseling. | <input checked="" type="checkbox"/> | Approve work. |
| <input checked="" type="checkbox"/> | Approve leave requests. | <input checked="" type="checkbox"/> | Review work. |
| <input checked="" type="checkbox"/> | Approve time and attendance. | <input checked="" type="checkbox"/> | Provide guidance on work methods. |
| <input checked="" type="checkbox"/> | Orally reprimand. | <input checked="" 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?

First-line supervision; member of interdisciplinary team; medical care and treatment for select case load; active participation in administrative activities.

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

Increased incidence of NGRI, IST individuals requiring increased documentation required for billing and accrediting agencies. Increased acuity of medical problems requiring constant coordination of medical specialist care. Provides medical consultation to staff psychiatrists in determining medical care issues for Caro Center patients.

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

The medical services unit is responsible for overall health care for individuals admitted to the hospital. This position serves as the Medical Director providing first-line supervision to physicians and others and acting as a resource for other staff.

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:

Knowledge of mental illness. Knowledge of supervisory practices and techniques. Ability to direct, organize and coordinate medical service delivery. Ability to actively participate in administrative activities. Knowledge of the Mental Health Code and Infection Control. Knowledge of and ability to implement CPR and confrontation avoidance. Knowledge of forensic related issues, security related matters, and channels of communication. Demonstrate an understanding of the age specific characteristics and treatment issues of assigned population, i.e., young adult (18-39), middle-aged adult (40-64), older adult (65-80), and geriatric (80+).

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Michigan license to practice medicine or osteopathic medicine, and Board Certification in a specialty.

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.

I concur with above statements.

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

CHERYL SPENCER

Appointing Authority

12/13/2022

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