

PHYSICIAN DIRECTOR**Nature of Work**

Under administrative direction, performs full-performance level administrative and professional medical work overseeing, through supervisors, the day-to-day operations of a county health department or state facility. Delegates work to staff; reviews and signs reports, expenditures, budget requests, and other documents. Advises staff on issues of patient care or on care of unusual medical cases. Typically does not provide direct patient care on full-time basis; may perform a variety of physical and emotional examinations for clinics. Exercises considerable independent judgment and discretion in the interpretation and the application of laws, procedures and regulations governing health programs. Performs related work as required.

Examples of Work

- Determines the program objectives and standards for the county health department or state facility working within the policy guidance of the local board of health and/or the state health department and all applicable health laws; confers with appropriate governing body on policy formulation and interpretation of current policy.
- Plans and approves general administrative and medical activities for county health department or state facility; provides administrative supervision and technical guidance to nurses and other technical/medical staff.
- Determines the proper limit of lower level supervisory authority; delegates day-to-day supervisory responsibilities to full-time administrative personnel.
- Evaluates the performance of unit supervisors.
- Prepares or directs the preparation of correspondence, educational material, administrative reports, financial and budgetary statements; maintains proper fiscal control by approving purchases and evaluating the cost effectiveness of new programs.
- Advises personnel on the conduct of medical procedures, the interpretation of regulations and on administrative, personnel and budgetary matters.
- Confers with and talks to various local officials, local civic groups, state officials, and professional organizations to explain and promote department programs, financing problems, and to coordinate mutual program objectives.
- May perform a variety of medical examination and diagnostic screening procedures relating to such health areas as: athletics, child health, prenatal care, family planning, communicable disease control, mental stability, geriatric wellness and AIDS control.

PHYSICIAN DIRECTOR (CONT'D)**Knowledge, Skills and Abilities**

Knowledge of the theory, principles and practices of general medicine and techniques involved.

Ability to exercise judgment and discretion in applying and interpreting policies and procedures.

Ability to direct and evaluate the work of health professionals and administrative supervisors.

Ability to analyze and evaluate programs and resource allocation choices; ability to make recommendations relating to fiscal and budgetary control.

Ability to stimulate initiative, encourage independent effort and plan programs to allow maximum delegation of day-to-day operational authority.

Ability to maintain effective relationships with local and state officials, civic groups, staff, and clients.

Minimum Qualifications

TRAINING Graduation from an approved school of medicine or osteopathy as evidenced by a temporary or permanent license to practice in the State of West Virginia.

EXPERIENCE Two years of experience in the practice of medicine or osteopathy which can include experience in a post-graduate training program.

SUBSTITUTION: A Master's degree in public health, health administration, hospital administration, public or business administration may substitute for the required experience.

Established: 8/20/92

Effective: 9/15/92