Job Description

TITLE: Medical Director
REPORTS TO: Executive Director

General Statement of Duties: Under general supervision, responsible for the overall clinical direction of the agency’s health and wellness activities, which includes medical consultations with staff, service providers and consumers, eligibility reviews for regional center services, training and monitoring of contract physicians, as well as leadership and guidance to the medical core team. Act as health care advocate for consumers, including visiting hospitalized consumers and work with community physicians on both consumer health issues and policy issues (i.e. Managed Care Medi-Cal). In addition, the Medical Director provides clinical and medical opinions to the Executive Director and Board of Directors as requested.

Working Condition and Physical Requirement:
- The majority of duties are performed in the office and out in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting throughout offices, service provider facilities and other agencies.
- Adequate manual dexterity and coordination to operate standard office equipment (i.e. computer, telephone, fax machine, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail is required on a daily basis.
- Excellent oral and written skills are essential.
- Must be able to attend evening and weekend meetings as requested.

Key Responsibilities – Essential Functions

Administrative Functions
- Develop and maintain a curriculum of in-service clinical education for VMRC staff.
- Represent the agency to physician’s organizations, other medical societies and combined regional center organizations at the regional and state level.
- Participate in the formulation and evaluation of goals and objectives for the agency.
- Maintain confidential files related to human immunodeficiency virus.
- Recruit and train independent contractor physicians and other medical-allied professionals.
- Provide clinical direction to medical core team including agency staff, and independent contractors, i.e. physicians, nurses, medical-allied professionals.
- Develop and oversee comprehensive clinical training programs for service providers to assure high quality consumer services.
- Serve as primary advisor to the executive, case management and clinical management regarding health and safety issues.
- Participate as a cooperative, responsive, respectful and responsible member of the agency’s clinical management team and other work-related committees.
VMRC Job Description – Medical Director

- In the absence of the Health Administrators, serve in an administrative and supervisory capacity to clinical staff, including attendance at meetings representing the clinical department.

**Intake Functions**
- Review health histories and perform physical examinations on consumers needing a diagnosis or determination of eligibility.
- Participate in eligibility conferences.
- Assist in development and maintenance of protocols for eligibility criteria.

**Case Management Functions**
- Work with Health Administrators to coordinate and manage wellness activities.
- Make referrals for general or specialty medical care on behalf of consumers.
- Review appropriateness and quality of medical care provided to consumers.
- Provide counseling to consumers and their families on medical aspects of developmental disabilities.
- Act as health care advocate for consumers, including visiting hospitalized consumers.
- Complete forms and records requiring physician certification on behalf of consumers.
- Provide second opinion or incidental medical services to consumers when clinically indicated.
- Participate in clinical staffing when a medical opinion is required.
- Develop, monitor and evaluate medical specialty clinics.
- Participate in clinical problem solving clinics, including but not limited to psychotropic medication review team, behavior management review team, human right’s committee and multidisciplinary clinics.
- Work with community physicians on both consumer health issues and policy issues (i.e. Managed Care Medi-Cal).
- Review Special Incident Reports (SIR’s) related to consumer death and screen for follow up.

**Supervision Responsibility:**
- **Direct Reports:** N/A

**Minimum Position Requirements:**

**Experience and Abilities**
- Knowledge of medical aspects of developmental disabilities
- Knowledge of the unique needs of children and adults with developmental disabilities and their families.
- Interest and ability to deal with psychosocial problems related to developmental disabilities.
- Ability to establish and maintain effective individual and team working relationships with agency staff, consumers and service providers.

**Minimum Qualifications**
- Medical Degree
- Current medical license to practice medicine in the State of California
- At least five (5) years of practice as a licensed physician; including three (3) years experience with patients with developmental disabilities.
- Competence in the use of Microsoft Office computer applications.
- Supervisory experience is highly desirable.