

Classification	Director of Medical Services
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170
Full Time Part Time	
Educational and Experience Requirement	Must possess and maintain a license to practice medicine (MD) in the State of Texas, or be eligible for and obtain licensure in the State of Texas. Must possess and maintain current medical board certification in a recognized medical discipline. Five years of experience in related field required. Must possess and maintain a valid Drug Enforcement Agency (DEA) certificate and number. Must possess and maintain certification to perform current cardiopulmonary resuscitation (CPR) or advanced cardio life support (ACLS) certification. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Oversees the medical clinics, specialty clinics, and ancillary clinical services providing services to students and eligible staff. Develops a working schedule that supports administrative needs. Provides clinical direction and supervision of clinical staff in support of the mission, vision, values and goals of the University, the Division of Student Services and the Student Health Center. Participates in collaboration with campus departments to ensure that a high level of accessible care and quality service is made available to the campus community.
Primary Responsibilities	Provides primary comprehensive health care to Sam Houston State University (SHSU) students to include patient examinations, diagnosis of medical problems, treatment of symptoms and disease, and ongoing assessment of patients and clinic workflow. Communicates and collaborates with the Clinic Director to ensure clinic is operating appropriately, identifies provider strengths in order to provide optimal service for students, and ensures the achievement of Accreditation Association for Ambulatory Health Care (AAAHC) re-accreditation. Performs administrative duties to include creating schedules, managing staff requests, approving requests and ensuring administrative operations are appropriately integrated into the clinical practice. Ensures the clinic is meeting clinical best practice standards and adapts the clinic practice to meet those identified standards. Establishes and updates clinical policies and procedures, and documents physician encounters and treatment orders in keeping with student health policies and procedures. Develops and implements training courses and organizes seminars to help educate and train new and existing staff. Supervises laboratory activities to include dispensing and control of all pharmaceutical services, and medical oversight and guidance to other providers and clinical staff, provides a leadership role with

	<p>technological training and education to the clinical staff and functions as a role model in delivering exceptional customer service to patients, clinical staff, front office staff, providers, and the university community. Performs and documents staff evaluations, and counsels clinical staff regarding performance concerns as needed, identifies opportunities to improve care and work processes, implements strategies to develop corrective action, develops performance improvement plans with measurable goals and provides appropriate support and follow-up with employees. Identifies opportunities to improve patient processes and outcomes, responsible for creating and documenting ongoing quality improvement studies, and participates in quality improvement, peer review, and chart audit activities. Sits as an active member of the Governing Body and participates in the credentialing and privileging of new and current providers. Works to create working relationships and identify potential opportunities within the medical community. Performs as the Clinic Director in their absence. Performs other related duties as assigned.</p>
Other Specifications	<p>Must have demonstrated ability to supervise personnel in meeting the needs and activities to achieve optimal patient care. Must follow infection control and medical standards. Proficient computer skills required. Position requires attention to detail, good organizational and analytical skills, a caring and sympathetic manner, and the ability to handle emergencies and remain calm in stressful situations. The ideal candidate will be a progressive thinker and positively adapt to change. Extreme care in the performance of duties is necessary to prevent injury to self or others.</p> <p>This position may be designated as a Campus Security Authority (CSA).</p>
Supervision Given and Received	<p>Works under minimum direction of the Clinic Director of the Student Health Center and supervises Student Health Center staff.</p>

Title Information