



## **Job Description for: Medical Director**

### **Qualifications**

The Medical Director shall be licensed to practice medicine in the State of Oregon and either have an MD or DO degree. It is preferred that the Medical Director has experience in Geriatric care. She/He will be a health care professional with demonstrated ability and competence in patient care, interpersonal relationships, communication, customer service, and program administration.

### **Responsibilities**

The Medical Director is responsible for the Medical oversight component of At Home Primary Care LLC. The Medical Director works in conjunction with the Governing Body, The Office Administration, Clinical Staff and other office support staff to:

- Provide input and consultation to the clinical staff and families as needed.
- Assist in the implementation and review of policies and procedures relating to Patient care.
- Certification and recertification of Patient Home Health and Hospice orders.
- Assist in the Call Coverage plan for the clinical staff as needed.
- Being readily available to the team members for collaboration when medical or other problems arise.

### **Orientation and Training**

At Home Primary Care will provide orientation and training, as necessary, to assist the Medical Director in performing the responsibilities listed above. The Governing Body and the Management team will act as a resource for integrated services available within the company. Trainings may be in-house or outside seminars and will be a part of the personnel file.

### **On Call**

The Medical Director is available at all times to the Clinical staff for consultation and input for emergent patient care for the control and management of patient issues that arise. The Medical Director assigns an alternate medical Director to provide coverage for the medical oversight component of the Practice for the times that she/he is not available.

### **Accountability**

- Reports directly to the Administration and Governing Body
- Works cooperatively with the Clinical Staff
- Works cooperatively with the Support Staff



This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.