

COUNTY OF SOLANO
CLASS SPECIFICATION
CLINIC PHYSICIAN SUPERVISOR

CLASS SUMMARY:

The Physician Supervisor supervises Clinic Physicians and mid-level practitioners (viz. Nurse Practitioner/Physician Assistants) in the performance of their clinical duties in a Primary Care Clinic which is a Federally Qualified Health Center (FQHC). The incumbent develops, leads and directs medical services provided by those supervised. The incumbent provides direct medical care as a Clinic Physician. The incumbent helps direct the Quality Improvement Program; assists management in the establishment, maintenance and review of medical policies and procedures for clinical services; and assists management in insuring that the clinic meets medically-related regulatory and legal requirements.

The Physician Supervisor is a single-position supervisory level class located within the Department of Health and Social Services, Public Health Division. It receives supervision from the Chief Medical Officer/Deputy Health Officer.

Successful performance requires the accurate application of current medical practices; effective coordination with non-County medical systems such as the Kaiser Medical System and the California State Prison; medical consultation with a variety of personnel in other County organizations such as mental health clinics, jails, and child welfare services; and the integration of complex medical-legal issues with clinic practices and procedures.

This class differs from the:

- **Clinic Physician**, which is primarily responsible for providing direct medical services to patients by conducting medical and physical examinations; making diagnoses and prescribing medical and rehabilitative treatment; and prescribing medications.
- **Chief Medical Officer/Deputy Health Officer**, which has management level responsibility for medical services in Family Health Services and Integrated Care Clinics of the Public Health Division, as well as for the Communicable Disease Programs, Emergency Medical Services, Emergency Preparedness and Response, the Public Health Laboratory, and Occupational Health.

ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Supervises Clinic Physicians and Nurse Practitioners/Physician Assistants in a Primary Care Clinic.
- Oversees the professional conduct and practices of medical staff; develops medical education programs and training for medical staff.
- Provides direct medical services to patients by conducting medical and physical examinations; making diagnoses and prescribing medical and rehabilitative treatment; and prescribing medications.
- Provides medical consultation and coordinates patient management with a variety of County departments such as Mental Health Clinics, County Jails and Child Welfare Services.

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ESSENTIAL DUTIES: (Continued)

- Coordinates complex medical care and discharge of patients with participating health plans and the California State prison.
- Assists management in the development of quality improvement programs: maintains and helps direct the Quality Improvement Program for Family Health Services; helps plan and implement quality incentive programs with participating health plans; and helps plan and develop new strategies for quality improvement, electronic health records and multidisciplinary work teams.
- Assists management in the establishment, maintenance, and review of medical policies and procedures for all clinical services.
- Assists management in insuring clinics meet all regulatory and legal requirements: maintains and reviews provider credentialing; reviews Federal, state and health plan standards for medical services; participates in and responds to site visits and audits by regulatory agencies and health plans.
- Represents the Primary Care Clinics in meetings with public officials, other public agencies, and civic groups in order to gather input, assess needs, develop priorities, and implement and maintain effective primary care programs.
- Performs other duties of similar nature or level as assigned.

Training And Experience:

Medical Degree (Medical Doctor (MD) or Doctor of Osteopathy (DO)) from an accredited college or university.

and

Successful completion of a Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine or equivalent residency program that is accredited by the Accreditation Council for Graduate Medical Education (ACGME).

and

Two years of professional level experience in a clinical/medical practice performing responsible patient evaluations and treatment of clients from diverse cultural and ethnic backgrounds.

Note: Additional education or training in public health services, public administration and/or clinic management is desirable

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Licensing/Certification Requirements:

- California Drivers License, Class C.
- Current and active license to practice medicine in the State of California issued by the Board of Medical Examiners.
- Possession of a valid certification by a specialty board in Family Medicine, Internal Medicine, Pediatrics, Preventive Medicine or equivalent that is recognized by the American Medical Association or the American Osteopathic Association.
- Valid and current Drug Enforcement Agency (DEA) license.

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, and conflict resolution.
- Healthcare service delivery systems and solutions for complex patient care situations, particularly as they apply to the coordination with participating health care plans.
- Standard and accepted principles and practices of health care systems and programs, with an in-depth understanding of clinical issues and services to include standards of medical care within the local medical community.
- Current medical practice guidelines and general medical practices in diagnosis, treatment and prevention.
- Applicable Federal, state and local laws, regulations, and procedures affecting health delivery particularly as they apply to the operation of Federally Qualified Health Centers and the application of the Health Insurance Portability and Accountability Act (HIPAA).
- Oral and written communications, business correspondence, and report writing.
- Standard office procedures, practices, equipment, personal computers, and software.

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Skills in:

- Supervising, evaluating, training, and developing staff and organizing and managing their work in the appropriate care and treatment of patients.
- Performing medical evaluation, developing diagnoses and recommending therapy, prescriptions, etc.
- Analyzing problems and data, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Gaining cooperation through discussion and persuasion.
- Interpreting and applying Federal, state, county and department laws, regulations, policies and procedures.
- Operating medical equipment such as blood pressure measurement, electrocardiogram, pulse oximetry, spirometry, etc.
- Using modern office equipment, and computers and related software applications.
- Communicating information and ideas clearly and concisely, both orally and in writing.
- Working with various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Managing multiple priorities simultaneously.
- Representing the office in meetings with patients and representatives from various County and non-County organizations, and before public bodies.

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ADA Requirements:

Positions in this class typically require crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Other Requirements:

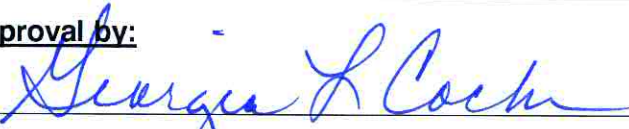
Incumbents will be subject to chemicals, blood, and other body fluids.

Incumbents may also be subject to hazardous physical conditions such as mechanical parts and vibration; atmospheric conditions such as fumes and odors; and environmental conditions such as disruptive people.

Independent travel is required.

Candidates for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

Approval by:



Georgia L. Cochran
Interim Director, Human Resources

2/7/12
Date

Class History Information:

BOS Adopted	Revised	Retitled	Class Code	Sal Plan/BU	OT Code
2/7/12			337170	16	5