

Market Range Detail - Assistant Medical Director

Effective Date

February 1, 2016

Market Range Title Description

POSITION OVERVIEW

Works collaboratively with Medical Director, Director of Nursing, Director of Mental Health and other members of the Health Executive Team. The Assistant Medical Director also works collaboratively with each jail Health Services Administrator to oversee the day-to-day operations of the clinics including Physicians, Nurse Practitioners, Physician Assistants, Nursing Staff, Mental Health staff, and other clinic support staff.

From a clinical standpoint, this position assures that Corrections Health Services (CHS) can fulfill its mission of providing medically necessary, evidence based integrated health care to patients going through the judicial system. It assures that CHS responds to urgent medical needs, provides necessary continuity of care services for those patients with chronic care conditions, and provides appropriate medical services that may emerge during patient's stay in the county jail system. Under the general direction of the CHS Medical Director, duties are performed in diagnostic and treatment procedures for assigned services within a correctional health setting.

DISTINGUISHING CHARACTERISTICS

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Fosters good working relationships among clinical, ancillary, and administrative staff in order to continually improve all processes.
- Serves as a resource to the Medical Director in supervising care provided to patients at all facilities by providers.
- Supervises clinical judgment in collaboration with the Medical Director regarding patient care, including establishing and implementing policies and procedures for clinical aspects of care, monitoring the appropriateness, timeliness, and responsiveness of care and treatment, and reviewing the recommendations made by providers.
- Co-chairs and facilitates with the Medical Director designee the Clinical Practice Committee with documenting and updating:
 - a. Practice guidelines
 - b. Medication formularies
 - c. Programs to assure quality patient care and adequate controls to monitor quality and responsiveness to care.
- In collaboration with the Medical Director evaluates/updates medical programs and assesses the health care needs for the patient population and makes recommendations regarding medical programs or services as appropriate.
- Recommends additions to or changes in specialty clinics and chronic care programs.
- Works collaboratively with Human Resources and the Medical Director in physician, physician assistant, and nurse practitioner recruitment and retention.
- Serves as the Medical Director designee in his/her absence.
- Works collaboratively with the Medical Director and Clinical Leadership in identifying educational and training needs throughout Correctional Health and assists in the training and education of the correctional health and MCSO (Maricopa County Sheriff's Office) staff.
- Works clinically in a leadership role to facilitate training, mentor staff and establish processes and procedures for direct patient care on a routine basis.
- Participates in conferences and training related to Correctional Health for purposes of continuing medical education and keeping abreast

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

Market Range Detail - Assistant Medical Director

of the field of correctional health medicine.

- Reports to the Medical Director and collaborates with CHS Legal Services to address risk and/or court related concerns.
- Leads, facilitates and participates in CHS committees as determined by the Medical Director to improve the delivery of care, such as:
 - a. Policy and Procedure Committee
 - b. Morbidity and Mortality Committee
 - c. Clinical Practice Committee
 - d. Clinical Leadership
 - e. CHS-MCSO Committee
 - f. Quality Assurance Committee
 - g. Infectious Disease Committee.
- Obtains history and completes physical examination of patients incarcerated in Maricopa County Jails.
- Evaluates and treats patients during clinic hours as medically necessary including prescription of medications in compliance with CHS Policies and Procedures.
- Documents patient encounters according to CHS Department procedure in a SOAPE format in the progress notes and/or CHS clinical forms.
- Develops and updates Chronic Care Plans and Special Needs Treatment Plan (SNTP) for individual patients with chronic conditions or special needs.
- Refers to outside specialists, outside diagnostic studies, and other outside services as necessary.
- Performs minor procedures such as suturing and incision and drainage.
- Takes periodic after hours call for the patients in Maricopa County Jails
- Works alternative shifts in the clinical setting as needed.
- Participate in peer review, in-service training, quality improvement processes, and other meetings necessary to improve patient care.
- Maintains applicable licensure and skills according to the requirements by State law, Department policies and licensure agencies.
- Performs other duties as assigned by the Medical Director or other designees.
- Supervises Physician Assistants as assigned by the Medical Director.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$76.00	\$95.00	\$114.00

Likely Minimum Qualifications

- Graduation from an accredited U.S. medical university, or certified foreign studies equivalency
- Valid unrestricted license to practice medicine in the State of Arizona
- Completion of an approved residency or fellowship training program
- Board certification in medical and/or surgical specialty
- Three (3) years of post-residency experience practicing medicine

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.