**Job Description for Medical Director**

**[SBHC NAME]**

**Job Title:** Medical Director

**Overall Statement of Responsibility:**

The medical director is a [physician](http://en.wikipedia.org/wiki/Physician) who provides guidance, leadership, oversight and quality assurance for the delivery of health care services; is responsible for the creation of [protocols](http://en.wikipedia.org/wiki/Medical_guideline) for treatment by providers and providing leadership to the providers; implementing policies within the practice, maintaining appropriate levels of quality care; assuring that all medical providers employed possess the necessary credentials, education, and experience to offer quality care to patients.

**Responsibilities:**

* Establish clinical protocols and educate providers on management and treatment of different health conditions.
* Serve as specialty consultant for nurse practitioners by examining and managing treatment of medically challenging patients.
* Provide medical appointments for children including physical assessments, health teaching, management, follow-up of minor illnesses, acute illnesses, and chronic illness.
* Develop plan for all clinics to respond to emergencies including stocking clinics with supplies for emergencies and developing on-going mock drills to get staff comfortable handling medical emergencies.
* Implement special projects including but not limited to a substance abuse screening and treatment intervention, a reproductive tool kit, obesity prevention program, etc.
* Consult with school nurses regarding difficult student health concerns.
* Provides consultation to executive director and director of finance and operations regarding clinical issues and protocols, performance issues of nurse practitioners, operations of clinics, and other issues impacting delivery of services.

**Reports to:** Executive Director

**Supervises:** Clinically supervises nurse practitioners and medical assistants.

**Classification:** Exempt

**Skills, Values and Talents:**

* Medical degree with board certification in pediatrics
* At least 2 years of experience or specialized training in the medical care of pediatrics
* Additional experience in administration or management

This is to confirm that I have received, reviewed, and understand the job description above.

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Staff Signature Date

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Supervisor’s Signature Date