

MEDICAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional, administrative position involving responsibility for providing medical consultation to the Adult Services Unit of the Department of Social Services. The work is performed according to various sections of title 18 of the New York Codes, Rules and Regulations (particularly Section 505.14(b)(4)(ii), Section 505.14(b)(4)(i) and Section 505.33) and other applicable sections of state and local law. This position provides medical direction and coordination of care to assure that quality levels are maintained. The work is performed under general direction of a higher level administrator with wide leeway allowed for the exercise of independent medical judgment. Medical advisory direction rather than supervision is provided to department heads and other employees engaged in care and treatment of patients. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides direction and coordination of medical care in the Adult Services Unit of the Department of Social Services;

Reviews the physician's order and the social, nursing and other required assessments, and makes a final determination of the level and amount of care to be provided prior to the initiation and at the time of reassessment of Continuous Personal Care services;

Provides an independent medical review of the personal care services when either: the case involves Continuous Personal Care services, when there is a disagreement between the physician's order and the social, nursing or other required assessments or when there is a question about the level and amount of services to be provided;

Reviews the reauthorization of Personal Emergency Response Systems (PERS) and makes the final determination to reauthorize PERS;

Maintains liaison with attending physicians and insures that orders are promptly written for patients;

Advises the administrator on matters contributing to a safe and sanitary environment for patients and staff;

Prepares reports, records information and maintains clear and accurate records;

May consult with the patient's treating physician and may conduct an additional assessment of the patient in the home.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of medicine; thorough knowledge of applicable New York Codes, Rules, Regulations and other applicable sections of State and local law; ability to provide medical direction and coordination; ability to communicate effectively; ability to organize data and prepare reports; ability to maintain

accurate records and files; conscientiousness and thoroughness; good professional medical judgment.

MINIMUM QUALIFICATIONS: Possession of a current license issued by the New York State Education Department to practice medicine in the State of New York and two (2) years of experience as a practicing physician.

ULSTER COUNTY
4240 MED DIR
Classification: Non-Competitive

Adopted: April 11, 1978
Revised: July 18, 1980
Revised: October 3, 2016