

MEDICAL JOB FAMILY – MEDICAL PROFESSIONAL

JOB FAMILY CONCEPT: The Medical job family is responsible for all aspects of medical-related activities. Medical roles serve to foster prevention, diagnosis and treatment of disease in patients and to provide quality patient healthcare through the execution of appropriate and quality technical and professional duties, services, and specialties. The Medical function includes, but is not limited to general medical support and patient care, client education, training, technical support, diagnosis and treatment of injuries and illnesses, and other medical-related services provided within clinical laboratory, nursing, veterinary, dental, pharmacy, family medicine, internal medicine, and other medical-related settings.

MEDICAL PROFESSIONAL

The **Medical Professional** role provides advance to expert health care services, leadership, and direction within the university, healthcare centers and during academic training, research, and administration. The Medical Professional role may provide oversight and support for employees, students, or community related activities and operations. This highly skilled role is responsible for determining, recommending, and administering the improvement of health through prevention, diagnosis, curation, and treatment of disease, injury, illness, and physical/mental deficiencies within patients.

The **Medical Professional** role is distinguished from other **Medical** roles in that it is responsible for expertise in a specialized area, has increased accountability, and requires specialized and/or advanced education in a medical field of study.

MEDICAL PROFESSIONAL 1

Typical Functions

Performs clinical evaluation of study subjects or patients, including simple evaluation of dental health, mental health, and physical health collecting samples and information obtained from subjects. Responsible for data collection, analysis, monitoring, and management. Conducts report analysis of test findings. Provides therapeutic interventions for home or clinic. Develops treatment plans for clients and provides follow-up services. Educates participants, individually and by group counseling. Participates in the planning, development and implementation of training programs healthcare. Coordinates client care with local and state agencies. May provide in-home counseling interventions.

Complexity and Decision Making Authority

Follows guidelines from established procedures and protocols of the research lab, clinic, or under general guidance. Decisions are implemented through established control determined by study protocols and/or based on a formal assessment process. Supervisory responsibility includes assisting others by providing guidance and work direction. Decisions are made relative to direct mode of practice. Determines appropriate resources necessary for client well-being. In consultation with supervisor/manager, sets own priorities and goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; keeps supervisor informed of progress, potentially controversial matters, or matters with far-reaching implications. Decides on and implements policies and procedures for program within/outside guidelines. Decisions generally impact own job or area. Higher authority reviews services and training.

Knowledge, Skills, and Abilities

Technical training provided. Good computer skills with knowledge of spreadsheet software. Must be organized in order to accurately handle test samples and analysis. Excellent verbal and written communication skills required. Ability to communicate clearly and concisely with a diverse group of study subjects, students, faculty and staff. Client-centered counseling and consulting skills. Research/grant proposal and development skills.

Education/Experience

Bachelor's degree; Experience determined by discipline. Master' Degree preferred; Licensure in field of study.

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MEDICAL PROFESSIONAL 2

Typical Functions

Provides medical management for patients with disease, illnesses, and diagnosis including medical nutrition therapy, medication adjustments, medication administration instructions, and patient education. Develops, directs, coordinates, and implements evaluations, programs, curricula and visits to include policies and procedures. Trains, guides, and instructs residents, faculty, and other staff on patient care. Performs assessment and treatment of patients, research subjects, and community participants who exhibits disorders, speech problems, and physical disabilities, in individual or group settings as appropriate. Provides family counseling. Recruits, supervises, and evaluates students, staff, or trainees. Manages departmental responsibilities. Advises upper management of issues regarding personnel development needs. Plans, writes, and manages grants from various funding sources. Provides advanced practice nursing care to patients. Maintains accurate medical records.

Complexity and Decision Making Authority

Medical management decisions. Decision making on policies and procedures with approval from Administration. Implements decisions by gathering information; following established policies, procedures, and protocols; coordinating with supervisor and/or physician. Determination of diagnoses and integration into the interdisciplinary evaluation. Determines training needs of other disciplines in consultation with the physicians or upper management to plan, develop, and conduct appropriate programs.

Knowledge, Skills, and Abilities

Working knowledge of diseases and conditions regarding medication, nutrition, therapeutic techniques, and self-management skills. Ability to work independently and as part of a team. Strong interpersonal communication and counseling skills. Excellent oral and written communication. Ability to prioritize the direction of care for patients. Problem Solving Skills. Computer usage and software skills with spreadsheets, documents, databases, and presentations. Client-centered counseling skills. Research/grant proposal and development skills. Advanced knowledge of human physiology, biochemistry, metabolism, and anatomy. Ability to organize and gather data, interpret results, and prepare reports. Ability to direct and support the work of others. Ability to communicate clearly and effectively through professional communications, technical writing, and presentations.

Education/Experience

Master's; Experience is determined by discipline. Licensure by Board within field of study.

MEDICAL PROFESSIONAL 3

Typical Functions

Uses a broad range of medical knowledge and training to provide primary and continuing medical care through health education, physical examinations, psychological and clinical evaluations, patient consultations, minor surgery, therapeutic interventions, case consultations, and diagnosis and treatments of illnesses. Diagnoses and treats acute and chronic illness of patients, as well as routine health maintenance, including exams, providing high quality primary care services. Utilizes ancillary clinic personnel to assure quality, cost effective patient care services. Manages and treats a variety of medical conditions including but not limited to minor cuts, mental health, palliative care, and surgery. Prescribes medications, orders labs, x-rays, other procedures as needed for evaluation and treatment. Provides health education to patients including pertinent information about disease processes and treatments, nutritional counseling, insurance coverage of medications, procedures, radiology exams and referrals. Follows up on results of diagnostic tests ordered, counseling patients on results, referring as appropriate to outside agencies. Provides clinical supervision of LPN, RNs, medical assistants, and other staff. Collaborates with other healthcare professionals, staff and clinic administration, to provide excellent interdisciplinary patient care. Provides training and direct oversight of students, residents, and other staff. Conducts community, laboratory, or clinical-based research projects. Develops and implements disease

prevention. Manages clinical responsibilities in a cost-effective manner based upon policies and procedures for services provided. May practice management and administration while referring patients to hospitals and special clinics for further assessment or treatments.

Complexity and Decision Making Authority

Manages complexity and risk in uncertain and changing situations. Decisions relating to the evaluation, diagnosis and treatment of acute and chronic illnesses of all patients as well as appropriate follow up of abnormal results of diagnostic evaluation. Decisions regarding the improvement of patient care through ongoing evaluation and counseling of patient care practices. MD consultation is referred to others for additional input on patient problems as needed. Qualified through state legislation to diagnose medical problems, order treatments, perform some procedures, and prescribe medications. Have full practice authority. Decision on design and implementation of operations. Decisions on the construction of educational experiences for students and staff. Decision making on policies and procedures. In consultation with supervisor/manager, sets own priorities and goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; keeps supervisor informed of progress, potentially controversial matters, or matters with far-reaching implications. This position provides work direction to others (includes students).

Knowledge, Skills, and Abilities

Broad range of medical knowledge and skills. Knowledge of federal regulations and directives. Ability to communicate orally and in writing. Knowledge of computer usage and software. Ability to work independently and good organizational skills. Knowledge of one or more foreign languages or specialized terminology (e.g., medical or technical) may be required.

Education/Experience

MD; PhD; more years of experience as resident, post-doctoral assistant or determined by discipline. Licensure, certifications, and/or accreditation required from the state and school as determined by discipline. Clinical Experience.

MEDICAL PROFESSIONAL 4

Typical Functions

Performs duties of Medical Professional. Provides guidance, leadership, and oversight of senior medical administrative functions in a medical group practice, clinic, or hospital. This role is responsible for activities related to the delivery of medical care and clinical services such as cost management, utilization review, medical protocol development, and the continuous quality assurance of the practice. This role develops policies and procedures and oversees the activities of group physicians. Serves as a senior manager at a hospital, clinic, or institution who advises and provides guidance to medical staff and programs. This role is responsible for administrative and operative functions including but not limited to recruitment, developing and implementing budget strategies, credentialing, overseeing treatments and interventions, and providing clinical programs for communities. Provides emergency medical care to the university community.

Complexity and Decision Making Authority

Have full practice authority. Decision on design and implementation of operations. Decisions on the construction of educational experiences for students and staff. Decision making on policies and procedures. In consultation with supervisor/manager, sets own priorities and goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; keeps supervisor informed of progress, potentially controversial matters, or matters with far-reaching implications. Provides work direction to others (includes students). Administrative decisions including personnel, financial, contractual, policies and procedures. Medical decisions including patient care. Decision of errors in patient care could be life threatening. Reports to the Vice Chancellor or Chief Executive Officer. Consults with the Executive Vice Chancellor and business manager when making decisions that affect the budget, including hiring and the purchase of large budget items.

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Knowledge, Skills, and Abilities

Knowledge and skill in health care practice. Knowledge of development and implementation of quality assurance programs. Education and/or experience in health care administration. Knowledge and skills in program development. Considerable knowledge of student development theory and practice. Knowledge and interest in health promotion, prospective health, and health education. Ability to communicate effectively. Knowledge of one or more foreign languages or specialized terminology (e.g., medical or technical) may be required. Ability to work effectively with a wide range of constituencies in a diverse community.

Education/Experience

M.D; PhD. Accreditation, Medical License and certification; Experience in health care management.