



NATURE OF WORK IN THIS CLASS

This is highly complex professional medical supervisory work performed at an established health care clinic. Employees in this class serve as lead physician responsible for the overall clinical direction of the agency's health and wellness activities and have direct oversight of all medical care provided and quality of services rendered, including dental and ancillary services such as perinatal, laboratory and pharmacy services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, implements, directs and coordinates programs, services and activities in a health care facility in accordance with existing laws, policies, rules and regulations.

Oversees the recruitment, supervision and evaluation of physicians and mid-level providers and provides on-site clinical supervision of medical staff.

Develops and implements written clinical policies, procedures, medical protocols and medical standards of care performed by all medical personnel based on current clinical best practices and community norms.

Collaborates with the Director and/or Community Health Clinic Administrator in the development of health care plan and makes recommendations to the Board of Directors regarding services/programs to be offered, delivery sites, and hours of operation.

Serves as health care advocate for consumers, including visiting hospitalized consumer and works with community physicians on both consumer health issues and policy issues.

Evaluates operations and practice management functions of the clinic, including reception, telephone triage, patient flow, outreach services, referral services, pharmacy and laboratory services to improve service utilization.

Conducts clinical analysis and recommends changes in clinical programming based on analysis of medical data, epidemiology, or problems in the community.

Participates and provides consultation in the development, implementation, and operation of a quality assurance program and interpretation of medical data.

Reviews needs assessment questionnaires and employee and patient satisfaction surveys and coordinates services to meet community health care needs.

Provides input for program budget.

Conduct regular meetings with medical providers.

Performs related duties as required.



MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles, procedures used in planning, evaluating and administering a multidisciplinary treatment program.

Knowledge of the medical and/or surgical principles, practices and techniques in the area of specialty.

Knowledge of the equipment, supplies and medication needed to treat patients in the field of specialty.

Knowledge of the latest medical research and developments in the area of specialty.

Knowledge of medical services protocols, rules and regulations, policies and procedures.

Knowledge of practices of personnel management and effective supervision.

Ability to administer and manage a health care facility.

Ability to write, interpret, apply and enforce organizational policies, procedures and systems.

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

Ability to supervise subordinate employees.

Ability to evaluate services and to recommend or implement changes to improve effectiveness.

Ability to respond to common inquiries or complaints from customers, governmental/regulatory agencies.

Ability to write proposals and/or articles for publication.

Ability to communicate and work effectively with people of diverse social, economic and ethnic backgrounds.

Skill in the examination, diagnosis and treatment of patients.

Skill in developing and maintaining medical quality assurance and quality control standards.

Skill in developing and maintaining records, writing reports, and responding to correspondence.

MINIMUM EXPERIENCE AND TRAINING:

Five (5) years of medical practice as a licensed physician and graduation from an accredited school of medicine with a Doctorate of Medicine.



NECESSARY SPECIAL QUALIFICATIONS:

Must be currently licensed and in good standing to practice Medicine by the Guam Board of Medical Examiners, pursuant to Public Law 24-208. Possession of a valid Guam Driver's License. **Must be certified by one or more of the following below:**


- American Board of Internal Medicine;
- American Board of Obstetrics and Gynecology;
- American Board of Orthopedic Surgery;
- American Board of Preventive Medicine;
- American College of Surgeons;
- American Board of Thoracic Surgery;
- American Board of Internal Medicine (Pulmonary Diseases);
- American Board of Pathology or Ophthalmology;
- American Board of Pediatrics;
- American Board of Urology;
- American Board of Specialties;
- American Association of Physician Specialist.

ESTABLISHED: June, 2015

STATUTE: Public Law 32-231

PAY GRADE: V

HAY EVALUATION:	KNOW-HOW:	G II 3	528
	PROBLEM SOLVING:	F 4 57%	304
	ACCOUNTABILITY:	F 4 S	460
	TOTAL POINTS		1,292



ANTHONY C. BLAZ, Director
Department of Administration



RAYMOND S. TENORIO
Acting Governor of Guam