



PHYSICIAN/MEDICAL DIRECTOR - CORRECTIONS

Department: Sheriff
Job Class #: 259200
Pay Range: Executive 18

FLSA: Exempt
Represented: No
Civil Service Status: Unclassified

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Physician/Medical Director is the clinical health authority for the Pierce County Corrections and Detention Center, responsible for clinical and medical decisions of the Health Services Unit. This is highly responsible, professional medical work, including clinical, supervisory and administrative responsibilities. This position participates as a member of the Health Services Unit Management Team, and has a matrix reporting relationship with other positions in the Unit. This is a civilian, non-commissioned position appointed by the Sheriff.

ESSENTIAL FUNCTIONS:

- Provide clinical oversight for medical services, including clinic, pharmacy, nursing and mental health services, and contract providers.
- Ensure compliance with federal and state statutes, local ordinances, policies, procedures and Court orders.
- Provide general family practice medicine for inmates in the correctional facility, including examinations, diagnosis and referral.
- Perform or arrange for tests, analyze or x-ray as necessary; prescribe treatment and/or medication, as necessary.
- Notify appropriate authorities of inmate fatalities or communicable disease.
- Sponsor and supervise Physician Assistant staff, including chart review, in accordance with licensure requirements.
- Provide oversight, monitoring and approval of care where required for medical services by contract providers, including but not limited to physicians, dentists, psychiatrists.
- Oversee and provide for employee goal setting, evaluations, training and staff development; make recommendations on discipline.
- Supervise the preparation and maintenance of patient case histories, health examination reports, and other medical records.
- Assist in formulation and administration of health program and administrative rules and regulations.
- Develop and assure compliance with applicable policies, procedures and protocols.
- Participate in the preparation and presentation of the budget, cost control and monitoring; assist in determining priorities on budget items, develop alternatives, and provide fiscal analysis.
- Attend a variety of required meetings and assure action or follow-through as a result of such meetings; chair meetings and/or committees/advisory groups.
- Act as the Health Services Manager as required.
- Prepare and document facts and testify in Court; serve as an expert witness.
- Assure clinic maintenance and cleanliness; inspect facilities and make recommendations relating to sanitation and elimination of health hazards.
- May assist in the negotiation of contracts with contracted medical providers and practitioners.

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ESSENTIAL FUNCTIONS: (continued)

- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position has full supervisory responsibility for licensed Physician's Assistant positions. Work is evaluated and reviewed through oral and written reports, compliance with legal requirements, and through effectiveness of clinic operations and results obtained. The position may provide clinical direction and guidance to other positions in the Health Services Unit. Work is performed under the general supervision of a Bureau Chief and in collaboration with the Health Services Manager, with considerable latitude for independent action and judgment.

WORKING CONDITIONS: The Physician/Medical Director works in an adult detention and correctional medical facility environment. The employee may be exposed to hostile or angry individuals, hazardous materials, contagious diseases, noxious odors, noisy work areas. The majority of work is performed within the confinement of the detention facility with constant exposure to the inmate population. Employees must at all times adhere to established safety procedures. Attendance during regularly assigned work hours and 24-hour on-call is required. Travel to meetings at various sites throughout the County is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Washington State Revised Code of Washington (RCW) and Washington Administrative Code (WAC) relevant to the practices and administration of the position duties;
- Methods and practices of medical examinations, diagnoses, treatment, and patient care management, particularly pertaining to urgent care medical service in a jail;
- Mechanisms for the prevention and control of communicable diseases, rehabilitation therapy, drug interactions, substance dependency both physical and emotional, and related inmate population medical care issues;
- Managed care and correctional/detention facility health systems;
- Modern medical business administration and management practices, including budget preparation and administration;
- Clinic administrative activities, such as development and maintenance of a jail health system, program management, quality assurance, policy and procedure development and management, and public relations;
- Supervisory principles and practices

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KNOWLEDGE, SKILLS AND ABILITIES (continued)

Ability to:

- Diagnose and treat a wide variety of illnesses and injuries and to prescribe appropriate medications as a part of the treatment;
- Communicate effectively with staff, other health professionals and with inmates and their families;
- Listen effectively; successfully negotiate with others and develop effective partnerships;
- Effectively plan, supervise and evaluate the work of subordinates; successfully give and receive constructive feedback;
- Evaluate clinical/medical procedures for efficiency and effectiveness;
- Effectively plan, organize and implement the work of a complex clinic operation; effectively organize and manage multiple priorities;
- Use appropriate independent judgment in making decisions of a medical/clinical and administrative nature; utilize effective problem-solving skills;
- Establish and maintain successful professional relationships with individuals from diverse cultures and with individuals from a wide array of social, economic and educational backgrounds.

MINIMUM REQUIREMENTS TO APPLY: Licensed or able to obtain license to practice medicine in the State of Washington; licensure must allow for sponsorship and supervision of licensed Physician Assistant positions; completed residency in an accredited family practice, emergency medical care or internal medicine program; Board certified in respective field; admitting privileges, or ability to obtain such, at affiliated hospitals PLUS four years experience to include clinical, administrative or direct staff supervisory experience. Experience in corrections, managed care and/or mental health care is preferred.

SPECIAL REQUIREMENTS: Ability to successfully complete Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. A valid Washington State drivers' license may be required at time of appointment.