

Core  
Resource  
Set for  
PACE

  
CRSP

SAMPLE JOB DESCRIPTIONS

 PACE MEDICAL DIRECTOR



National  
**PACE**  
Association

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## SAMPLE A

11/02

### I. IDENTIFICATION

**Position Title:** Medical Director  
**Department:**  
**Cost Center(s) #:**

**HR USE ONLY    JOB CODE:**

**Area Dir. Title:** Director, Senior Services  
**Date Completed:** (Date)  
**Work Location(s):**

### II. PRINCIPAL ACCOUNTABILITIES (SUMMARY)

#### SUMMARY OF THE PRINCIPAL JOB DUTIES, RESPONSIBILITIES AND PROJECTS.

The Medical Director is responsible for the delivery of participant care, clinical outcomes, and the implementation and oversight of the quality assessment and performance improvement program. The Medical Director is responsible for achieving the best clinical outcomes possible for all participants. The Medical Director maintains medical policies/standards and protocol. The Medical Director uses data comparing (*PACE Program*) with other PACE programs and uses the organization's data to demonstrate internal improvements in outcomes.

### III. POSITION REQUIREMENTS

	<b>MINIMUM</b>	<b>DESIRED</b>
<b>Education, credentials, licenses:</b>	Medical Doctor, licensed in the State of (State).	Gerontology background/ Boarded as Gerontologist
<b>Specialized knowledge:</b>	Understanding of PACE Model, Preventative Model of Care for Elderly	
<b>Kind &amp; length of experience:</b>	2 + years experience with Geriatric Population, Experience and/or knowledge of Treatment Community in area.	

#### WORKING CONDITIONS/PHYSICAL DEMANDS REQUIRED:

Activity	Rarely	Occasionally	Frequently	Consistently	Activity	Rarely	Occasionally	Frequently	Consistently
Walking				X	Manual Dexterity				X
Sitting			X		Use of Hands				X
Pushing		X			Talking				X
Pulling		X			Hearing				
Climbing		X			· Normal Conversation				X
Stooping			X		· Other Sounds				X
Kneeling			X		Vision				
Reaching			X		· Acuity, Near				X
Lifting					· Acuity, Far			X	
· Over 50 lbs		X			· Color			X	
· Under 50 lbs			X		Standing				X

**Patient Care Providers Only:** Incumbent must be trained to provide assessment, treatment or care for patients of all ages with additional education focused on treatment and care of adult and geriatric patients.

**IV. PERFORMANCE MEASURES & STANDARDS**

<b>MAJOR RESULTS/STANDARDS THIS POSITION IS EXPECTED TO ACHIEVE</b>	<b>% WEIGHT</b>
1. Supervises all medical/paramedical services, ensuring ( <i>PACE Program</i> ) clinical staff achieve the best clinical outcomes possible for all participants.	20%
2. Responsible for oversight of the quality assessment and performance improvement program (QAPI), including, along with the QAPI Coordinator and Manager, development of the yearly QAPI Plan, quarterly QAPI reports and year-end evaluation. Attends meetings with ( <i>PACE Program</i> ) QAPI Committee and ( <i>PACE Program</i> ) Board, as scheduled. Actively participates in ( <i>PACE Program</i> ) QAPI meetings. Uses data to compare ( <i>PACE Program</i> ) to other PACE sites, and internal data to demonstrate improvement.	20%
3. Maintains medical policies/standards and protocol.	10%
4. Develops/implements system of peer review. Develops, in conjunction with the manager, maintains and implements clinic staff job descriptions. Provides staff in-service training as needed. Makes recommendations for hiring/disciplining of PACE staff.	10%
5. Participates in the Participants’ complaint and grievance procedures when the complaint or grievance involves medical care.	10%
6. Acts as liaison between ( <i>PACE Program</i> ) and community’s private physicians, and other health agencies.	10%
7. Provides information about ( <i>PACE Program</i> ) to interested individuals and groups, avoiding prohibited marketing practices as described in the PACE regulations.	10%
8. Treats all people with respect, maintains confidentiality and strives toward service excellence.	10%
	100%

**V. PROBLEM SOLVING**

**Typical problems this position must resolve to achieve the standards listed in section IV. This may include initiative, degree of autonomy, degree of supervision, accountability for errors, and/or interpersonal situations with customers, peers and/or subordinates.**

1. Medical Director is responsible for QAPI activities and QAPI Plan. Data coming to the (*PACE Program*) QAPI committee is unclear/inaccurate/or otherwise problem-laden. Medical Director, in conjunction with the QAPI Coordinator and/or Manager, studies data, reviews procedures, identifies problems (i.e., data collection, error in plan) and makes necessary corrections to ensure QAPI Plan is viable and worthwhile, and data has integrity.
2. Medical Director monitors medical outcomes, including reviewing necessity of hospitalizations. When problem is found, researches best practices, works with clinical staff (PCP, NP, RN, etc.) and rest of multi-disciplinary team to make procedure changes to avoid unnecessary hospitalizations and improve the health of participants.

**VI. POSITION STRUCTURE**

**Incumbent(s) report to:** Operations Manager

**Other positions that report to the same position or maybe seen as comparable:** Therapies, Social Workers, Intake and Marketing

**Titles that report to this position:** Primary Care Physicians, Nurse Practitioner

**# of FTEs that report to this position:** \_\_\_ \_\_ **Directly** \_2-5\_ **Indirectly**

**Annual operating budget.** \_\_\_ \$ \_\_\_ **Revenues** \_\_\_ \$ \_\_\_ **Expenses**

**Supervisory responsibility. Please check all that apply.**

\_\_\_ Not applicable \_\_\_X\_ **Assists** \_\_\_X\_ **Recommends** \_\_\_ **Performs**

**Management Approval** \_\_\_\_\_

## SAMPLE B

**Job Title:** Medical Director

**Responsible to:** Executive Director of (PACE Program)

**Supervises:** N/A

**Last Revised:** (Date)

**Approved by:** \_\_\_\_\_

### **POSITION SUMMARY:**

The Medical Director is responsible for the delivery of participant care, clinical outcomes, and the implementation, as well as oversight, of the quality assessment and performance improvement program. The Medical Director serves as the lead in the design of the medical components for (PACE Program) and as a liaison to the medical community on behalf of (PACE Program). As a physician member of (PACE Program) team, the Medical Director must meet all federal and state licensing laws, certification and regulations necessary. The Medical Director serves as the consultant and resource to the Primary Care Physician, on-call physicians and Nurse Practitioners.

**Note:** All employees responsible for patient care must be competent in the assessment, treatment and age-related care of geriatric patients. Consequently, employees must be competent in the interpretation of a patient's self-report or behavior, and this information must be interpreted with an understanding of the cognitive, physical, emotional/psychological and chronological maturation process. The treatment of patients should be individualized and reflect an understanding of the developmental needs and range of treatment needs for each patient.

### **ESSENTIAL JOB FUNCTIONS:**

The Medical Director is responsible for the delivery of participant care, clinical outcomes, and the implementation, as well as oversight, of the quality assessment and performance improvement program.

- Administers the Medical Director's role in a manner consistent with (PACE program)'s core values and mission.
- Ensures compliance with PACE provider regulations as they pertain to medical/clinical components of care.
- Evaluates and implements clinical practice guidelines based on current literature and shared state-of-the-art clinical information with the (PACE Program) Interdisciplinary Team.
- Provides internal consultation to the Primary Care Physician and Nurse Practitioners, through case review and analysis of aggregate data.
- Liaisons with physician groups, specialists and hospitals to represent (PACE Program), thereby strengthening positive provider relationships and enhancing referrals. Serves as a physician liaison to state and federal agencies, as requested.
- Provides leadership in quality improvement program through participation on the Quality of Care Committee; designing and conducting quality projects and keeping abreast of federal Outcomes-Based Quality Improvement initiatives.
- Interfaces with contracted medical providers when quality concerns arise.

- Provides input into cost-effective clinical practices.
- Consults on the development of policies and procedures.
- Promotes the mission and goals of *(PACE Program)* in the neighborhood, in the community, to referral and regulatory agencies, and other stakeholders.
- Coordinates the performance appraisal of the primary care physician.

**OTHER JOB FUNCTIONS:**

- Sustains an organizational commitment to diversity of staff and nurturing the skills needed to serve a diverse population.
- Provides in-service education to *(PACE Program)* staff, as requested.
- Monitors Unusual Occurrence reports to ensure the continued health/safety of participants.

**KEY WORKING RELATIONSHIPS:**

The primary contacts for the Medical Director are the Executive Director, Primary Care Physician, Nurse Practitioner and other members of the *(PACE Program)* Leadership Team.

External contacts include extensive interaction with representatives of the medical community, long term care providers and assisted living providers. In addition, the Medical Director may interface with the community, state, and federal social service, regulatory and other agencies, especially during on-site surveys.

**STANDARDS OF PERFORMANCE:**

- Actively supports and incorporates mission into daily activities.
- Maintains confidentiality of all information related to participants, medical staff and employees and, as appropriate, other information.
- Demonstrates positive interpersonal relations in dealing with fellow employees, supervisors and other department employees, so that productivity and positive employee relations are maximized.
- Consistently demonstrates and incorporates principles of safety and infection control into daily activities.
- Adheres to the policies and procedures of *(PACE Program)*.

**QUALIFICATIONS:**

**Education**

- MD degree and licensure to practice medicine and surgery in the State of (State).
- Board certified in internal medicine or family practice.
- Certificate of added qualification in geriatrics and/or experience in the care of the chronically ill.

## **Experience**

- Minimum of five years in medical practice for the chronic care population.
- Demonstrates skills in medical administration and/or previous experience as a Medical Director.
- Experience working with an interdisciplinary team and performing comprehensive geriatric assessments preferred.
- A record of forming and implementing a vision for an organization.

## **Knowledge, Skills, and Abilities**

- Current knowledge of chronic care/geriatric issues and best practices.
- Skill to build strong working relationships with physicians and other health care providers.
- Good judgment, problem-solving and cognitive skills.
- Ability to process information accurately and in a timely manner.
- Ability to coordinate and facilitate teamwork and interdisciplinary groups.
- Good public communication skills.
- Demonstrated leadership abilities.
- Enthusiasm for geriatric medicine and issues in taking care of the chronically ill.

**LIFTING/PHYSICAL REQUIREMENTS**

	Not Required	Rarely Less than 1%	Occasionally 1% to 33%	Frequently 34% to 65%	Continuously 66% to 100 %
Sitting					x
Standing/Walking				x	
Crouching (Bend with knees)			x		
Kneeling/Crawling		x			
Stooping (Bend with knees)			x		
Turning (Knees/Waist/Neck)				x	
Climbing		x			
Balancing		x			
Leg/Foot Use				x	
Reaching (Overhead/Extension)			x		
Handling			x		
Grasping			x		
Pushing/Pulling: Average 20 lbs. Maximum 30 lbs. (Can get assistance)		x x x			
Lifting/Carrying: Average 5 lbs; Maximum 30 lbs. (Can get assistance)		x x x			
Talking in Person					x
Talking on the Phone					x
Hearing in Person					x
Hearing on Phone					x
Vision Near					x
Vision Far					x
Vision Depth					x
Vision Color				x	
Smell	x				
Interaction with Others/ Communication Skills					x x
Deadlines/Shift Work Overtime/Flexibility			x		
Highly Repetitive Work		x			