



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 724.2

Job Title: **CHIEF PHYSICIAN, MD**

Pay Grade: 35

GENERAL SUMMARY:

Provides medical supervision and direction of clinical staff, including physicians, nurse practitioners and registered nurses, as well as consultation for allied health professionals and non-medical staff patient care.

RESPONSIBILITIES:

- Supervises, evaluates and instructs clinic physicians and nurse practitioners.
- Develops, reviews and/or updates standing orders, medical protocols and division policies and procedures as required.
- Plans, designs and implements medical quality improvement activities.
- Participates in community public health activities and projects as assigned by the Public Health Director or Assistant Director of Public Health.
- Provides medical consultation for Division Program Managers and Administration Managers and directs patient care.
- Serves as medical liaison for other agencies or medical facilities.
- Plans and conducts continuing medical education; conducts regular administrative meetings for problem resolution.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Medical Doctor's degree from an American Medical Association accredited medical school.

LICENSE/CERTIFICATION:

Must be licensed to practice as a Medical Doctor in the State of Texas.

EXPERIENCE:

Six years of experience as a practicing physician in the State of Texas are required.

COMPLEXITY:

Work is very non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed with policy direction and the individual sets virtually all the objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature, such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Physician, M.D.

Chief Physician, M.D.

*Effective: October 1990
Revised: November 2004*