Health Care Professional III (3450)

Basic Purpose/Job Function: Provides diagnosis and treatment of diseases and disorders of the human body and provides group and/or individual counseling services at the University's health or counseling centers.

Examples of Titles Replaced: Pharmacist; Staff Physician; Staff Psychiatrist; Staff Psychologist

Typical Functions May Include:

1. Conducting examinations and making diagnosis per discipline
2. Meeting with clients to discuss relevant health problems, physical/mental symptoms, general nutrition or lifestyle issues
3. Providing treatment for illnesses and injuries, making referrals for continuity of patient care
4. Reviewing reports, case management reviews, and other procedural manuals to assess need for services
5. Developing and managing assigned program(s), including course design, instruction and promotional materials
6. Coordinating work of employees, interns and other personnel assigned to support assigned projects, labs, and program(s)
7. Ensuring that personnel supervised are informed of and adhere to established health and safety practices associated with assigned tasks
8. Working closely with other health care professionals, locally, regionally, and nationally to keep abreast of and promote health issues for the university
9. Responsible for the calculation and summarization of all data associated with position
10. Interacting with and/or notifying the State Health Department as required
11. Making quantitative and qualitative chemical of results of tests on clients
12. Performs quality control and preventive maintenance as needed
13. Overseeing established client files
14. Attending professional meetings, seminars, classes, and/or conferences as required to maintain certification and to keep informed of changes and updates in this field
15. Assisting in implementing established cost control procedures
16. Compounding and dispensing prescribed medications, drugs, and other pharmaceuticals for patient care, as issued by physicians, dentists, or other authorized medical practitioners according to professional standards and state and federal legal requirements
17. Answering questions and providing information to pharmacy customers on drug interactions, side effects, dosage and storage of pharmaceuticals
18. Maintaining established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs
19. Cultivating, isolating, and identifying pathogenic bacteria, parasites, and other micro-organisms
20. Conducting surveys, polls and experimental studies
21. Investigating psychological aspects of human interrelationships to gain understanding of individual and group thought, feeling, and behavior, utilizing behavioral observation, experimentation, or survey techniques
22. Evaluating behavior, developing such techniques as rating scales and sampling methods to collect and measure data
23. Performing other related duties as assigned
Health Care Professional III (3450)

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as a lead employee or supervise a small staff of student, clerical staff and/or other medical staff.

**Supervision Received:** Receives minimal supervision from designated supervisor. Normally a higher level health care professional or administrative officer.

**Minimum Qualifications:**

**Education:** MD or PhD

**Experience:** 48 months or more

**Skills:** Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills. This position may also include the knowledge of one or more foreign languages or specialized terminology (e.g., medical or technical).

**Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies in a diverse community.

**Licenses:** As determined by discipline.

**Certifications:** Accreditation/certification/licensure from accredited school - per discipline. Accreditation/certification/licensure from the State - per discipline.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.