Health Care Professional IV (3451)

**Basic Purpose/Job Function:** Directs activities of physicians engaged in rendering medical and surgical treatment to patients or supervises the staff and operation of the Pharmacy Department at Goddard Health Center.

**Examples of Titles Replaced:** Chief of Medical Staff; Chief Pharmacist

**Typical Functions May Include:**

1. Performs duties of Staff Physician or Pharmacist.
2. Directs activities and schedules of Staff Physicians including night and weekend duty
3. Plans and coordinates policies and procedures of the medical staff
4. Serves as chair of Medical Staff Meetings and of various sub-committees
5. Formulates and administers medical care quality control standards
6. Coordinates with the Administrator, Goddard Health Center regarding matters relating to ancillary medical departments such as nursing, pharmacy, laboratory, dietary and medical records
7. Answers inquiries and examines complaints of a medical nature
8. Directs pharmacy workers engaged in mixing, packaging, and labeling pharmaceuticals
9. Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs
10. May assay medications to determine identity, purity, and strength
11. May instruct interns and other medical personnel on matters pertaining to pharmacy, or teach in college of pharmacy
12. Performing other related duties as assigned

**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:** 60 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).
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- **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.