Administrator Position Description

Human Resource Office Use Only	
Approved Job Family	**Effective Date**
Overtime Eligible YES NO	**FLSA Test Date**

Employee		**Supervisor** James Pittman	
Department Student Health	**Working Title** Physician	**HRIS Position Number**	**Supervisor Title** Administrative Director
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date September 15		**Annual Contract End Date** June 15	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

Serve as a Primary Care physician in Oregon Tech's Integrated Student Health Center (ISHC) and provide high quality medical care with a focus on prevention, education, and management of acute and chronic medical conditions. Serve as a health care and wellness resource for the campus community, and, working in a collaborative environment to best meet the overall needs of the patient.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

M.D. or D.O. degree, Board Certified or Board Eligible in either Internal Medicine or Family Medicine or related discipline. BLS certification.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

Oregon medical license prior to appointment in an approprate . Drug Enforcement Agency (DEA) registration. BLS certification.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	**Direct Supervision**		**Indirect Supervision**	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff			1	1
3.Unclassified Staff				
4.Students / Others				

Coordinating Responsibility

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal supervision. The physician functions with a great deal of autonomy in providing medical care to patients.

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

The physician is responisible for allocating his/her time and resources to best serve the student population at Oregon Tech. The physician is expected to make recommendations for clinic management and workflow.

b)departmental resources

The physician is responsible for providing consultation and advisement to the Administrative Director, the Medical Director, and to the ISHC as a whole. When the Administrative Director is away, the physician is responsible for allocating resources to meet student, staff and faculty needs.

c)institutional resources

What kinds of decisions will the incumbent be expected to make?

The physician is expected to make decisions regarding primary care services to patients and to make decisions regarding the diagnosis and management of acute and chronic health problems.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	$
	Develops, monitors* and controls*	$
	Limited approval authority for purchase	$
	Purchase only with higher level OK	$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**
Students	Provide primary care services, diagnosis and treat acute and chronic medical conditions with a focus on prevention and education.	Daily
Faculty and staff	Provide consultation regarding health care issues and possible impact to programs or the campus.	Quarterly

Students	Provide educational and prevention programs on campus as requested and applicable.	Quarterly
Outside specialist, primary care practitioners, and clinics	Make appropriate referrals and consult with other medical providers as deemed appropriate. Communicate and coordinate with patients primary care or other provider as applicable.	Weekly

F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	Evaluates the student's health problems through assessment, diagnosis, development of a plan, intervention and evaluation. Perform physical exams and be a primary provider of family planning services. Consults with other health care providers as needed and refers as appropriate.	Daily	24
2	Initiates the plan of treatment and provides health education consistent with clinical impression, with emphasis on preventive health care and responsibility for self-care. Performs specialized diagnostic procedures such as pap smears and screening tests for sexually transmitted diseases.	Daily	23
3	Makes appropriate, accurate, and complete clinical record entries on each student contact the day of the visit in the electronic medical records system. Records medical information of symptoms, observations, assessment and plan (SOAP) in accordance with charting protocols. Codes encounter forms accurately to maintain current statistics.	Daily	13
4	Performs and interprets laboratory procedures following the Clinical Laboratory Improvement Amendments (CLIA), i.e. venipuncture, urinalysis strips, urine pregnancy, strep screens, wet preps, and glucose checks.	Daily	7
5	Dispenses and prescribes appropriate medications. Determines need for and administers or directs the administration of medication, injections and immunizations.	Daily	5
6	Orders, interprets and recognizes abnormal findings of diagnostic tests, including x-rays, electrocardiograms and laboratory tests.	Weekly	4
7	Makes appropriate referrals and communicates pertinent information to other health care providers and agencies and does timely follow-up of findings, has knowledge of campus and community resources.	Weekly	3
8	Works closely with other team members to promote continuity and total client care. Confirms and extends assessments made by clinic registered nurse.	Weekly	3

9	Assists and participates in staff meetings and in-service programs by sharing skills and knowledge. Promotes staff development.	Weekly	3
10	Knowledge of mental health issues. Meets with Counseling services weekly to coordinate joint patient care and to enhance professional development.	Weekly	3
11	Participates in development and review of protocols, procedure manuals, standing orders and quality assurance to improve the level of practice in the health service.	Monthly	3
12	Updates professional skills and knowledge through workshops, in-service and study.	Monthly	3
13	Performs procedures such as minor office surgery, application of casts and splints, suture of lacerations, and treatment of warts.	Monthly	3
14	Assists with evaluating staff performance, interviewing and training new staff and supervising student nurses.	Quarterly	1
15	Provide consultation and outreach presentations regarding health care issues to faculty, staff and students.	Quarterly	1
16	Records charges for medical services and supplies on billing statement and shows concern for the cost and quality of care by the use of services constituent with client's needs and resources.	Daily	1

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1-8,13	Demonstrated clinical expertise in area of practice.
1-8,13	Knowledge of ethical and legal standards of care and able to provide all services in keeping with these standards.
3,5,6,7,8,9,10,11	Excellent writing and oral communication skills.
8,9,10,11,14,15	An ability to work collaboratively with ISHC staff and with colleagues throughout OIT.
1,8,9,10,11,14,15	Excellent interpersonal communication skills, with sensitivity of issues affecting students.
1-8,11,12,13,16	Remain abreast of medical best practice guidelines.
1-8,13,15	Ability to work effectively with diverse students (e.g., varying ethnicities, race, gender, sexual orientation, disability, etc.).
8,9,10,11,15	Ability to work effectively as part of an integrated team.
1-8,10,11,12,13,15,16	Knowledge of physical and mental health issues affecting college students.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

• A passion for health and wellness.

• An understanding of the diverse needs, as well as the diversity of the OIT college student population.

• Dedicated to making healthcare accessible and affordable for students through ethically sound practice,confidentiality and integrity.

• Experience in providing health care services for demographically and globally diverse populations, ensuring continuity of care in an interdisciplinary environment.

Employees will work in safe and compliant manner including successfully completing all required safety training.