

SPINDLETOP CENTER
POSITION DESCRIPTION
JOB COMPONENT

JOB CODE: Chief Medical Officer

FLSA STATUS: Exempt

EEOC CODE: Clinical/Professional

JOB PURPOSE: Serves as Medical Officer for the Center. Recruits, hires, supervises and evaluates center medical staff including Nurse manager and prescribing physicians and mid-level practitioners. Develops, reviews and revises medical policies and procedures as needed. Functions as a member of the executive management team. Works under the general supervision of the Chief Executive Officer with considerable latitude for the exercise of discretion and independent judgment. Serves as a member of a multi-disciplinary team providing diagnostic and medication services to adult consumers in a variety of clinical settings. Completes Clinical documentation requirements in accordance with established standards.

EDUCATION AND EXPERIENCE REQUIRED: Must be licensed in the state of Texas as a physician and must have completed an approved residency in psychiatry. Minimum 5 years post fellowship required. Child certification, addiction certification, experience in criminal justice preferred, but not required. On site required (post covid).

DEGREE AND/OR CERTIFICATION REQUIRED (IF APPLICABLE): M.D./DEA/DPS

DRIVING REQUIRED: Yes

KNOWLEDGE, SKILLS & ABILITIES:

- Good spelling and grammar skills.
- Ability to write progress notes according to standards, assessments, brief mental status exams, memos, letters, various complex reports and miscellaneous other documents with acceptable spelling and grammar.
- Computer – skilled in the use of technology with Microsoft Office and all Google applications.

OTHER REQUIREMENTS OR CONDITIONS (specify):

- May be required to interact with other consumers, referral sources, outside agencies, and family members to determine needs and actions to be taken.
- Current State of Texas Driver License or if you live in another state, must be currently licensed in that state.
- Liability insurance required if employee will operate personal vehicle on Center property or for Center business. Must be insurable by Center's liability carrier if employee operates a Center vehicle or drives personal car on Center business.
- Must complete all training requirements in month in which they are due.
- May be required to provide on-call duties.
- Availability of a personal vehicle for business use may be required.

- Work will take place within office setting.
- Must submit to and pass a pre-employment drug test.
- Must successfully pass all background screens as required by the state
- Ability to input data into computer, make calculations, complete paperwork, produce reports.

Essential Tasks & Standards

1. Serves as Center Medical Officer which consists of assisting in recruitment, selection, and onboarding of prescribing medical staff, provide clinical supervision to prescribing medical staff & directs their practice within Center policy, overseeing the management and administration of medications and the medication budget to ensure compliance.
2. Serves as Chair of the Medical Council and holds meetings monthly to monitor medical practices, provide training with electronic health record documentation requirements, and discuss/address issues of concern.
3. Attends Executive Management Team meetings as scheduled and provides input into decision
4. Acts as a liaison between Spindletop physicians and local area physicians/physician groups to coordinate continuity of care.
5. Prescribes medication based on mental health diagnosis. Prescribes medication within the accepted Center formulary. If medication is prescribed outside formulary, procedures are followed.
6. Completes documentation on all services. Insures that each progress note includes rationale for medication prescribed on date services were provided. Completes or approves and signs AIMS in accordance with established guidelines.
7. Provides services in accordance with Center procedures. Works with unit staff regarding scheduling of appointments to include flexibility for additional urgent appointments as necessary. Completes assigned on-call physician duties in accordance with scheduled rotation.
8. Provides safe therapeutic and respectful environment for consumers. Demonstrates appropriate responsiveness to consumer needs as demonstrated by no legitimate consumer, collateral or co-worker complaints.
9. Maintains and updates knowledge of current medical practices. Maintains current medical and DEA, licenses at all times and attends trainings annually to obtain CME's required for licensure.

Work Behaviors & Standards

1. Attends work regularly and punctually in order to provide reliable and consistent coverage in area of responsibility. Arrives at designated time and departs according to schedule. Maintains a willingness to adjust schedule to meet the needs of the situation. Makes every attempt to pre-schedule absences and provide dependable coverage and service. Complies with Center policies regarding leave usage, absenteeism, and tardiness.
2. Interacts with person served in an emotionally supportive and/or therapeutic manner in order to provide an environment of caring, dignity, and respect.
3. Works harmoniously with fellow employees, supervisors, family, and friends of persons served, and the public in order to create an environment of caring, dignity and respect, and that allows for the accomplishment of the Center's mission.
4. Utilizes work time effectively to insure that all assignments are completed in a thorough and timely manner.

5. Abides by all Center policies and procedures regarding training objectives and requirements including those that relate to safety and infectious disease control. Will keep all Staff Development mandatory trainings current.
6. Adheres to Center policies and procedures and all applicable requirements and regulations of HHSC, CMS, Texas Administrative Code, CARF, relevant contracts and all other applicable regulatory bodies.
7. Maintains confidentiality regarding consumers, records, personnel, and other sensitive and confidential information in order to comply with Center, state, and federal policy.
8. Conducts all aspects of employment in accordance with Center's Compliance Program.

Supervision & Leadership Behaviors

1. Onboarding of employees to include submission of the position requisition, conducting interviews and completing the hiring process following Human Resource guidelines.
2. Conducts performance evaluations of assigned staff. Performance evaluations are on time and give employees fair and meaningful feedback.
3. Schedules assigned staff to participate in mandatory training in order to ensure staff competence and development. Staff required trainings are up to date and staff are given opportunities for professional development.
4. Monitors performance of department and assigned staff using established reporting processes and provides feedback and coaching to ensure staff meet all contract, productivity and other performance targets.
5. Manages schedules, attendance and punctuality of assigned staff. Staff time is reported on time and accurately and staff are able to make use of earned leave.
6. Supervisor is accessible to assigned staff and they are kept well informed of departmental and center happenings.
7. Supervisor applies the performance improvement (disciplinary) process consistently and in accordance with center policy. Utilizes a "plus one" approach to minimize risk.
8. Ensure direct reports are aware of and adhere to Center policies & procedures

POSITION COMPONENT

WORKING POSITION TITLE (i.e., Case Manager, Accounting Clerk, Eligibility Specialists

SPECIFIC POSITION FUNCTIONS: (i.e., overnight work, works with children, homeless, in a hospital setting, offenders)

Contact information:

Email: Cecilia.garcia@stctr.org

Link to the website posting: <https://spindletopcenter.e3applicants.com/careers>

Salary: DOE