

**CLASS TITLE: MEDICAL DIRECTOR, PRIMARY CARE**

**Class Code: 02944900**  
**Pay Grade: 52A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Health, to be responsible for the administration of primary care planning and policy development programs, and for assessment, assurance and policy development for delivery of comprehensive primary care services in Rhode Island, and to related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of the Director of Health with considerable latitude for the exercise of independent judgement in discharging duties and responsibilities; work will be reviewed for the application of accepted professional principles, methods and techniques and for conformance to laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, reviews and evaluates the work of professional, technical, clerical and other personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide leadership for primary care development within the Rhode Island Department of Health.

To assess the adequacy of primary care in Rhode Island.

To develop a primary care development plan for Rhode Island.

To seek Federal and private foundation funds to improve primary care in Rhode Island.

To provide technical assistance and professional information to primary care providers in Rhode Island.

To provide information to the general public regarding the availability and accessibility of primary care in Rhode Island.

To make recommendations for the efficient and effective administration of primary care programs within the Rhode Island Department of Health.

To supervise the Primary Care Cooperative Agreement.

To foster effective linkages between the different state departments for primary care development.

To educate the physician community regarding the importance of incorporating health promotion/disease prevention into primary care practice.

To provide linkage to private primary care development activities in the State (e.g., Aging 2000).

To work with Brown University and area hospitals and HMOs to increase the supply of Primary Care Physicians in Rhode Island.

To develop and implement a strategy to strengthen mid-level health professionals committed to primary care.

To assist with the year 2000 Objectives Task Force and link these objectives with primary care practice in multiple settings (MD offices, hospital clinics, health centers).

To assist with the South Providence Primary Care Task Force.

To draft legislation to strengthen primary care in Rhode Island, including goals to improve access, the supply of practitioners and effectiveness of services.

To supervise the oral health activities in the Department of Health and incorporate them into primary care.

To assist with the development of health care reform strategies for Rhode Island, particularly those components which call for the incorporation of strong primary care systems.

To provide leadership for the development of an interdepartmental working group between the Department of Health and the Department of Education to improve school health education and services in Rhode Island.

To organize and chair a Rhode Island Department of Health intradepartmental working group (including representatives from Family Health, Disease Control, Environmental Health and Regulation) to assess the adequacy of school health in Rhode Island including school health education, environment and services.

To review and update school health legislation and regulations in conjunction with Department of Education.

To develop a primary care access plan for children to age 18 through school-based or linked health services and education.

To collaborate with staff from Division of Family Health and providers regarding ongoing maternal and child health policy and infrastructure development.

To link primary care development to Primary, Secondary and Tertiary Prevention activities that are ongoing in the Divisions of Disease Control, Family Health and Environmental Health.

To link Primary Care access/health care reform strategies to Regulatory requirements outlined in conjunction with the Health Services Regulation division.

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of medical science, public health, primary care, and preventive medicine and skill in the application of such knowledge; the demonstrated ability to plan, organize, review and evaluate programs; ability to plan, organize, review and evaluate the effectiveness of the primary care programs and the work of professional, non-professional, clerical and other relationships with superiors and associates, the community, and public and private agencies; the ability to address professional and other groups in the area of primary care; and related capacities and abilities.

#### **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from medical school of recognized standing and completion of an internship or residency in an approved hospital; and possession of a Master's Degree in Public Health or board certification in Pediatrics, Preventive Medicine, Internal Medicine or related specialty and

**Experience:** Such as may have been gained through; employment in a responsible position in Public Health Administration or in Preventive Medicine and/or Primary Care Programs in a hospital, community or agency setting.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment, must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island and must maintain such requirements.

Class Created: December 13, 1992

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