

CLASS TITLE: MEDICAL PROGRAM DIRECTOR (CORRECTIONS)

Class Code: 02941700

Pay Grade: 54A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage the professional medical, mental health, dental and all other clinical services at the Rhode Island Department of Corrections; to coordinate such services with the hospital administrator and other key administrative staff of the Adult Correctional Institutions in order to provide the highest possible standards of medical care; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Assistant Director for Rehabilitative Services and possesses wide latitude to exercise independent initiative and professional medical judgement in routine and non-routine matters; work is reviewed to ensure conformance with policies and objectives, and adherence to the highest standards of accepted medical practice.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and reviews the work of a staff of physicians and dentists; and with the hospital administrator, reviews the work of nurses and other personnel who provide medical services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall direction of all the professional medical, nursing, mental health, pharmacy, and dental services at the Rhode Island Department of Corrections.

To maintain and foster a working relationship with the wardens and administrators of the correctional facilities which will work toward providing the highest possible standards of medical care.

To develop and implement a program to evaluate patient care and treatment through clinical conferences and consultations with the professional medical staff members.

To research and incorporate new diagnostic and treatment methodologies to improve the care of patients with a wide variety of medical, surgical, and psychiatric problems.

To conduct clinical conferences and staff consultations.

To review, monitor and manage the more difficult cases to ensure the maintenance of the highest standards for the care and treatment of the patient.

To coordinate the activities of the professional medical staff.

To supervise all consultants hired by the department to provide professional medical services.

To make grand rounds at all local and state hospital facilities where inmates are treated, both in-patient and out-patient, to ensure that regulations and standards of acceptable medical practice are maintained.

To develop a sound orientation and in-service training and education program for all professional and support staff.

To, plan, organize and coordinate a medical-surgical outpatient service.

To prepare and submit to administrators of the institutions recommendations for the improvement of patient care.

To administer and direct the department's health care quality assurance program and to work with appropriate medical staff to ensure continuous improvement of patient care through quality assurance.

To organize and supervise the operation of an employee medical service program and such clinics as may be required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applied in the practice of internal medicine, surgery, or family practice; the ability to detect, analyze evaluate and interpret symptoms of diseases, to include infectious diseases – HIV and tuberculosis in particular, and to prescribe and administer appropriate care and treatment in a correctional institution; the ability to treat the most complex cases within a field of expertise; the ability to establish and maintain standards of performance for staff members consistent with sound and acceptable hospital practices; the ability to evaluate the quality of the various services of the institution in terms of adequate patient care and treatment; the ability to plan, organize, coordinate and review the work of other members of the staff; the ability to maintain effective working relationships with superiors and other staff members and with the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing, and successful completion of an internship and residency program in the field of Internal Medicine, Surgery, or Family Practice, which has been certified and approved by the Liaison Committee for Graduate Medical Education, and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity in an accredited hospital, institution or clinic.

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 the Rhode Island Department of Health requirements to practice medicine in the State of Rhode Island, and maintain such license as a condition of continued employment. Must also be certified by an American Board of Medical Specialties in a specialty or subspecialty or be eligible to be so certified, and maintain such certification as a condition of continued employment.

Class Created: November 27, 1994

Editorial Review: 3-15-2003

Class Revised: October 18, 2015