

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MEDICAL DIRECTOR

**JOB CODE: 27000**

**PAY GRADE: MED01**

**SALARY RANGE: \$199,770 - \$259,701**

### GENERAL DESCRIPTION

Under the general direction of the Health Services Administrator, the main focus of this position is responsibility for medical care rendered to all inmates, and overall supervision and conduct of clinical services at the Pinellas County Jail. The Medical Director acts as the single designated physician responsible for final clinical judgment over medical decisions and actions taken by health care staff to ensure timely and quality care, disease prevention, and cost containment. The position clinically supervises other physicians and advanced registered nurse practitioners. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Develops, reviews and/or approves all health care directives, policies and procedures; clinical practice guidelines; and nursing assessment protocols annually, or more frequently, if necessary;
- Reviews and approves annually, the Exposure Control Plan; the Suicide Prevention Plan; and the Infirmary Care Manual;
- Reviews and approves agency health assessment and screening templates;
- Attends and participates in administrative and healthcare meetings, including CQI, P&T, and UR; maintains required statistics and prepares necessary reports;
- Reviews and approves all health-related training for detention staff and health-related training for medical staff annually; attends and participates in training activities as required;
- Reviews and approves the Emergency Response Plan annually; provides for 24-hour emergency medical, mental health and dental coverage and crisis intervention;
- Directs and supervises the triage of inmates to the appropriate level of health care services; assures the quality, safety, and appropriateness of all emergency care; and initiates appropriate action on findings;
- Provides timely and appropriate health care to inmates; holds Physician Sick Call five (5) days per week; orders necessary care for inmates requiring resources beyond those available in the facility; effectively manages inmates with alcohol or other drug (AOD) problems; those with infectious diseases, and those who are pregnant;

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- Participates in the CQI Program by conducting chart reviews and studies, identifying thresholds, interpreting data, and solving problems;
- Monitors the utilization of health care services and resources to ensure a cost-effective health care delivery system; evaluates the condition and adequacy of treatment facilities and the need for necessary medical equipment;
- Conducts annual Clinical Performance Reviews on all primary care clinicians (MD/DO/ARNP/PA) to evaluate the appropriateness of health services;
- Reviews and approves the Medication Formulary; determines prescriptive practices in the facility; maintains medication regimen for inmates as clinically indicated, including those for discharge or transfer;
- Reviews all History & Physical (H&P) Assessments performed by nursing staff, and develops diagnostic and therapeutic treatment plans for problems, as clinically indicated;
- Develops treatment plans for all inmates who require close medical supervision, including chronic, convalescent, or multidisciplinary care; reviews diagnostic test results with the inmate in a timely manner, and documents clinical justification for alternative course of action;
- Conducts a Clinical Mortality Review and assists with an administrative review on all inmate deaths within 30 days; shares the results of the review with treating staff;
- Follows all applicable laws regarding health information; maintains the integrity and security of the Electronic Medical Record (EMR); maintains patient confidentiality; and obtains all Informed Consents and Refusal of Services as required by law;
- Assures the medical staff meets applicable standards to retain accreditation by the National Commission on Correctional Health Care (NCCHC); and the American Correctional Association (ACA); assures all health services staff adhere to Florida Model Jail (FMJ) standards as well as all safety and security requirements of the agency;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- Doctoral Degree (MD or DO)
- License (MD/DO) and Board Certification in Internal Medicine and/or Family Practice in accordance with Florida statute; DEA Certification
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- CPR-Basic Life Support or ACLS Certification
- Two (2) years correctional health experience is preferred; may substitute for two (2) years not-for-profit or community based healthcare
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and supervisory techniques, practices and procedures, including an understanding of budgeting cost containment while maintaining community standards
- Knowledge of current medical protocol for procedures/treatments of specific injuries/illnesses
- Ability to review, develop and revise medical services policies and procedures
- Medical diagnostic skills to diagnose illnesses based on symptoms, history and test results
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 2 hours per day
- Walk up to 3 hours per day
- Frequently lift up to 10 lbs.
- Occasionally lift up to 100 lbs.
- Continuously twist
- Frequently reach
- Occasionally bend, squat, or kneel