

## **MEDICAL DIRECTOR (Jail)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important professional position, involving responsibility for all medical services to the inmates of the jail. The work is carried out in accordance with standards, well-established and accepted medical practices and procedures. The work is also carried out in accordance with the local procedures established by the County Sheriff and County Legislature for daily operation of the jail. The position involves the examination of inmates in need of medical attention; the provision of immediate treatment on the premises wherever necessary; and referral to higher levels of care and or treatment by medical specialists off-premises if deemed immediately necessary. Work is performed under the general direction of the County Sheriff, with extremely wide leeway allowed the incumbent for the exercise of the incumbent's professional judgment in the diagnosis of medical problems and the determining the prescribing the treatment methods, especially in the deciding of those cases where transfer to other facilities is immediately necessary. Direct supervision is exercised over the activities of subordinate health professionals and paraprofessionals only to the extent that immediate continuing care and treatment are necessary and prescribed. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Performs routine primary medical care for inmates and prescribes therapeutic care to be performed by correctional health care personnel, or through referral to other health care providers;
- Conducts routine sick calls to examine new inmates and diagnose those exhibiting symptoms indicating a need for medical care or treatment;
- Prescribes and oversees the dispensing of medication for treatment of inmates as required;
- Authorizes consultants with or examinations by physician specialists; arranges for admission of inmates to an acute care hospital as needed;
- Responds via telephone consultation, to inquire from correctional facility personnel relative to urgent medical needs of inmates;
- Screens inmates for mental health conditions and refers to mental health professionals for evaluation and treatment;
- Oversees and participates in the development of standard operating procedures relative to correctional medical requirements according to generally-accepted practices and regulations of the NYS Commission of Corrections;
- Oversees and conducts in-service education of correctional facility personnel in health care practices and procedure appropriate to their job duties;
- Reviews inmates' health history and physical assessment questionnaires to determine the need for further medical examination;
- Prepares a variety of related reports and records;
- Assists in developing, implementing, and enforcing medical and patient care policies concerning admissions and discharge, medical records, utilization review, physicians' responsibilities for their patients, and other matters concerning patient care;
- Acts as the Medical Representative of the in all associations with New York State Department of Health, the Fiscal Intermediaries, and other interested parties;
- The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MEDICAL DIRECTOR (Jail) continued****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of medicine and basic science underlying;
- Good knowledge of general medical diagnostic procedures;
- Ability to prescribe appropriate medical treatments and medications;
- Ability to deal with prison inmates in a firm manner but with a reasonable amount of tact and courtesy;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handles, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Good professional medical judgment; patience; integrity; resourcefulness;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of medicine recognized by the New York State Education Department with a medical doctor degree and one year experience as a practicing physician.

**SPECIAL REQUIREMENT:** Possession of a license to practice medicine within the State of New York is required at time of appointment.

12/21/2007

01/02/2015

CLASS: NON-COMPETITIVE – approved State Civil Service Commission 5/12/2015