

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PHYSICIAN SUPERVISOR

DEFINITION

Acts as the clinical director at a state institution, or develops and administers a variety of public health medical programs and services; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Administers a medical/psychiatric program in a state institution, system (i.e., Department of Corrections), or a major public health medical program for the Public Health Department; establishes program goals and objectives, plans/organizes work and directs physicians and/or other medical professionals in meeting program goals and objectives.

Examines/evaluates persons to diagnose medical or psychiatric condition and determine status for admission or discharge.

Develops medical or psychiatric treatment plans for institutional patients and assumes responsibility for plan execution.

Develops research proposals and other projects related to public health programs or services.

Participates in a team approach to medical or psychiatric treatment and provides leadership to team members.

Conducts individual examinations/evaluations, directs group therapy sessions, prescribes medications and determines when patient referral is necessary.

Consults with other physicians and gives advice on medical or psychiatric treatment.

Consults with and assists local health officers concerning implementation of operations for a public health program.

Teaches and provides direction to medical school graduates in a medical or psychiatric internship program.

Provides instruction to staff on a variety of medical or psychiatric issues and concerns.

Represents the institution or department in a variety of meetings including various levels of government, professional organizations or lay groups.

Completes necessary medical records/reports to document treatment provided to patients.

Acts as "officer of the day" and in this capacity is responsible for all institutional activities/functions during an assigned shift.

COMPETENCIES REQUIRED

Knowledge of the basic principles of supervision.

Knowledge of the principles and practices of medicine or psychiatry.

Knowledge of medical, psychiatric or public health medical program development and administration.

Knowledge of medical or psychiatric conditions and disorders.

Knowledge of medical or psychiatric treatment methods, techniques, theories, applications and procedures.

Ability to plan, organize and administer a medical, psychiatric or public health medical program.

Ability to diagnose medical or psychiatric conditions and disorders and develop treatment plans.

Ability to execute treatment plans through other professionals and adjust plans when necessary.

Ability to lead and train physicians and other professionals in the areas of diagnosis, treatment and evaluations.

Ability to relate to patients in a manner conducive to bringing about improved physical/mental health.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited school of medicine, completion of an internship program and licensure as a physician by the State of Iowa.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise and are located in correctional, mental health and intellectual disability institutions throughout the state. Interested applicants should apply directly to the employing agency.

Effective Date: 03/12 BR