

Georgia Professional Health Program
(Georgia PHP, Inc.)
MEDICAL DIRECTOR

JOB TITLE: Medical Director

DEFINITION:

As defined in the Georgia PHP, Inc. (GaPHP) Bylaws, the Medical Director shall be responsible to the Board of Directors. The Medical Director shall be employed according to the terms of a negotiated contract that is approved by the GaPHP Board of Directors. The Medical Director will carry out program operational and educational activities associated with the purpose of the Georgia Professional Health Program. The Medical Director shall function in accordance with program operational policies and procedures of the Corporation and shall exercise independent judgment in the provision of program services.

Notwithstanding the Medical Director reporting to the Board of Directors, the Medical Director shall work in close cooperation with the Executive Director on matters of mutual concern regarding the Corporation. These collaborative efforts and combined decision-making activities will include: implementation of program operational and administrative policies and procedures, fiduciary consultation/oversight and fund raising, risk management issues, and community relations. These aforementioned shared responsibilities do not preclude other matters of mutual concern and shared responsibility.

RESPONSIBLE TO: Georgia PHP, Inc. Board of Directors

PRIMARY

RESPONSIBILITIES:

The Medical Director (MD) oversees the intake and case management team and facilitates supervision of the GaPHP staff. The M.D. assists in identification, consultation and intervention when informed of a physician health issue. They oversee the administration of the overall activities of the Georgia PHP, emphasizing recovery, education, training, and fundraising in cooperation with staff personnel assigned to the GaPHP, and shall implement the activities of the GaPHP as directed by the GaPHP Board of Directors and in accord with the signed agreements with the Georgia Composite Medical Board.

Regarding PROGRAM SERVICES, the Medical Director:

- Works collaboratively with the Georgia Composite Medical Board
- Conducts appointment interviews, oversees case management and monitoring functions
- Coordinates and remains apprised of investigations and interventions, personally conducting these as necessary
- Coordinates and remains apprised of the evaluation and/or treatment of all Georgia PHP participants.

Note: The Medical Director does not provide direct care or treat participants, but oversees, monitors and assists in coordinating the treatment plan as recommended by the participant's treatment providers/professionals.

- Exercises independent decision making while utilizing a team approach accessing the Case Management Committee as needed to process difficult, unusual or potential high-risk situations.
- Provides assistance and recommendations regarding re-entry activity for all Georgia PHP participants post-treatment, including assisting in preparing a balanced return to

work program for participants.

- Appears before Credentials Committees, Medical Executive Committees and Hospital Board of Trustees meetings when needed.
- Conducts periodic Case Management Committee meetings to inform, discuss and make recommendations as to participant requirements to further recovery efforts, including meeting with GaPHP participants and discussing their program of recovery and overall well-being as needed.
- Supervises, teaches and consults with GaPHP case management members and associated staff on PHP matters.
- Remains responsible for reports to the applicable Boards of Licensure
- Works collaboratively with the Licensure Boards on subsequent activity once a GaPHP participant has been reported for failure to comply with or fulfill the terms of the compliance agreement.

Regarding COMMUNITY AND PUBLIC RELATIONS, the Medical Director:

- Provides professional educational activities including consultations and presentations to individuals/groups regarding clinical, administrative, and regulatory aspects of physician health issues that are addressed by the Georgia PHP.
- Prepares and presents educational programs for public and professionals' groups as needed. The Medical Director shall seek and accept invitations, whenever possible, to address county medical societies, hospital medical staffs, allied health professionals and other appropriate audiences.
- Collaborates with the Executive Director in planning and developing PHP education efforts.
- Provides leadership and support to the Federation of State Physician Health Programs
- Represents the GaPHP within other groups of organized medicine at state, national and international levels.

Regarding PROGRAM ADMINISTRATION AND DEVELOPMENT, the Medical Director:

- Acts as the primary liaison between the Georgia PHP, Georgia PHP Board of Directors, GCMB, and other groups of organized medicine or certification/licensing agencies; working collaboratively together in mutually relevant issues.
- Acts as the primary liaison with School(s) of Medicine, Residencies, other programs, and affiliate organizations wishing to address professional's health issues within their system.
- Serves as a consultant to the Executive Director in program planning and development.
- In collaboration with the Executive Director, directs all personnel and staffing issues or functions; including hiring and terminations; delegating duties and establishing formal means of accountability on the part of subordinates.
- Collaborates with the Executive Director in community relations activities.
- Provides leadership in conjunction with the Executive Director, to physician health research.
- Provides input as needed to the Executive Director on fundraising and other financial development activities.
- Collaborates with the Executive Director in oversight of policy and procedure development.
- In conjunction with the Executive Director, utilizes consultants or advisors to the Georgia PHP when needed, especially those with special skills regarding addiction/mental illness and whose contribution would facilitate the mission of the Georgia PHP.
- Provides regular reports to the Georgia PHP Board of Directors concerning the clinical/educational aspects of program services
- Works with the Executive Director to construct reports to the Georgia PHP Board of

Directors concerning the activities, financial status and any suggestions/recommendations for changes or future growth. These reports shall include overall evaluation of the PHP and its activities, goals, objectives, and budget.

- Assists the Georgia PHP Board of Directors in preparing recommendations concerning the future structure and format of the PHP, including but not limited to the position of Medical Director and/or Executive Director.
- Assists Case Manager(s) in identification and maintenance of treatment and recovery resources, working collaboratively with the Boards of Medical Licensure to identify qualified providers of services as may be needed
- Routinely assesses treatment and/or recovery providers to assure that such programs are suited for the proper care and rehabilitation of Georgia PHP participants
- Participates in staff evaluations with the Executive Director.
- Should any issue(s) of disagreement arise between the Medical Director and Executive Director, it shall be incumbent upon the Medical Director to bring said issue(s) to the Chair of Board for appropriate resolution.
- Maintains confidentiality of all program data; including but not limited to participant information during and after the period of participant agreement.
- Reads and signs the confidentiality policy statement.

Regarding RESEARCH, the Medical Director:

- Coordinates and supports Physician Health Research
- Conducts internal research on program participants
- Seeks outside Grants and other sources of funding

QUALIFICATIONS:

- The Medical Director must be an M.D. or D.O. physician. The Medical Director must hold an unrestricted medical license to practice medicine in the State of Georgia. It is preferable for the Medical Director to be Board certified in Addiction Medicine, Addiction Psychiatry and/or Forensic Psychiatry. Personal recovery is encouraged but not a requirement. The Medical Director must possess the attributes which contribute positively to relationship development through integrity, honesty, and interpersonal communication skills. The Medical Director must demonstrate a working knowledge about and professional interest in physician health issues.
- The Medical Director always represents the Georgia PHP and must be willing to participate in national organizations such as the Federation of State Physician Health Programs, ASAM, and the AMA when requested, supporting the efforts of these organizations in addressing physician health issues nationally.
- The Medical Director should have minimum of five years addiction medicine experience. Other relevant physician health experience may be considered when evaluating a candidate.
- The Medical Director should have a minimum of five years of administrative experience.
- The Medical Director must possess skills in relationship development and interpersonal communication.
- The Medical Director should have excellent verbal and written language skills.

Employee Name

Employee Signature

Date Signed

Roland Summers, M.D.
GaPHP BOD Chair

BOD Chair Signature

Date Signed