

MEDICAL DIRECTOR – MENTAL HYGIENE

JOB CODE: 2505
DEPARTMENT: Mental Hygiene
CLASSIFICATION: Pending Jurisdictional Classification
SALARY: Management/Confidential
ADOPTED: Reso. 155-17, 6/14/17; 01/2019 Tioga County Dept. of Personnel; revised 3/2020

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for the psychiatric and other medical services of the Mental Hygiene Department. The work involves administrative responsibility for the provision of psychiatric and medical direction and oversight to clinic administration and the multidisciplinary treatment for mentally ill and chemically addicted client populations in Tioga County. The position functions under the administrative direction of the Director of Community Services (DCS) and in cooperation with the Clinical Program Director. The incumbent provides recommendations to the DCS toward maintaining an effective and comprehensive community mental hygiene program, assists the Clinical Program Director in direct services, and assists the DCS in duties of the Local Government Unit. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assures that all clients / patients receive medical screening and appropriate evaluations, diagnosis and treatment;
- Exercises general supervision over contracted physicians and assures the quality of services provided is proper;
- Assures the appropriate implementation of clinical staff development and staff training;
- Serves as a liaison with community physicians, hospital staff, and other professionals or agencies;
- Functions as the medical director for the OASAS program and assumes all duties and responsibilities of the OASAS program in accordance with Title 14 NYCRR Part 800, which involves:
 1. Performing medical services provided by the program;
 2. Oversight of the development and revision of medical policies, procedures and ongoing training;
 3. Collaborative supervision with the Program Director of non-medical staff in the provision of substance use disorder services;
 4. Supervision of medical staff in the performance of medical services;
 5. Oversight of the development of policies and procedures to ensure the provision of routine services;
 6. Oversight of the establishment of policies and procedures for public health education and screening;
 7. Assisting in the development of necessary referral and linkage relationships with other institutions and agencies; and
 8. Ensuring the program's compliance with all federal, state and local laws and regulations.
- Provides psychiatric consultation with individual patients, which includes treatment and medication management;
- Performs court ordered competency evaluations;
- Consults with staff regarding initial evaluations and ongoing treatment;
- Reviews, alters or approves all clinical treatment plans for all patients served by the Tioga Mental Hygiene Department;
- Reviews health history screening and completes health assessments as needed;
- Provides regular consultations to multidisciplinary treatment teams, clinicians, and administrators on review of cases and makes medical recommendations in context of these conferences;
- Prepares reports in compliance with documentation within the clinical record;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

2. Medical Director – Mental Hygiene

Comprehensive knowledge of the modern theory and practice of medicine, psychiatry and substance use; thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, and psychotherapy; thorough knowledge of local ordinances, state and federal laws bearing on the care and treatment of persons with mental disabilities and substance use disorders; ability to evaluate the effectiveness of services designed to prevent psychiatric disabilities and to promote care, treatment, and training appropriate for this purpose; ability to supervise and train others, and to work effectively with associates; ability to exercise sound judgment in appraising situations and making decisions; ability to establish and maintain effective working relationships with professionals, community service providers, clients and their families; ability to communicate effectively both orally and in writing; patience and tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed physician and currently registered by the New York State Education Department and Board Certification as a Psychiatrist; **AND**

The following additional requirements as the Medical Director for the OASAS Program:

1. One (1) year of education, training, and/or experience in substance use disorder services; **and**
2. All Medical Directors, whether full or part-time, other than Medical Directors in place as of July 1, 2011, must hold **EITHER**:
 - a. A subspecialty board certification in addiction psychiatry from the American Board of Medical Specialties; **OR**
 - b. An addiction medicine board certification from the American Board of Addiction Medicine; **OR**
 - c. An addiction medicine subspecialty board certification from the American Board of Preventive Medicine; **OR**
 - d. A subspecialty board certification in Addiction Medicine from the American Osteopathic Association.

SPECIAL NOTES:

- If not certified, physicians may be hired as a probationary Medical Director but must obtain certification, outlined above, within four (4) years of appointment;
- Medical Directors must obtain a federal DATA 2000 waiver (buprenorphine-certified) within six (6) months of appointment.