

**INGHAM COUNTY
MEDICAL DIRECTOR
(CHIEF MEDICAL EXAMINER)**

General Summary:

MEDICAL DIRECTOR

This is the advance professional medical level of the physician specialist in Preventive Medicine and Public Health. The work requires independent judgment with considerable consequence of error present. The Medical Director is directly responsible to the Health Officer and collaborates with him/her in the establishment and maintenance of basic public health services. The Medical Director supervises all direct medical services provided by the Department; is responsible for standing medical orders, and must exercise considerable skill in dealing with public officials.

General Summary:

CHIEF MEDICAL EXAMINER

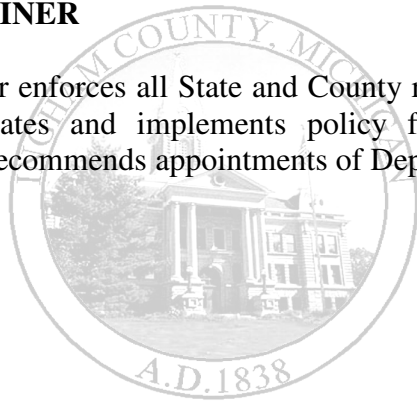
The Chief Medical Examiner enforces all State and County regulations pertaining to that office. In addition, he/she formulates and implements policy for the operation of the Medical Examiner's Office. He/she recommends appointments of Deputy Medical Examiners and assigns and supervises their work.

Essential Functions:

MEDICAL DIRECTOR

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Providing the medical input in the development of health care programs.
2. Developing and updating medical policy guidelines.
3. Developing and updating standing medical orders.
4. Coordinating the development of a quality assurance program for health care programs. Oversee the operation of the quality assurance program.
5. Maintains liaison with Health Department physicians, contract physicians, and community physicians.
6. Aids in recruiting other physicians.
7. Meeting with the Board of Commissioners and others at the direction of the Health Officer.
8. Coordinating epidemiological investigations of disease outbreaks.
9. Maintaining medical liaison with community physicians and other health personnel, institutions, and organizations insuring that, whenever feasible, these have any opportunity to be involved in the development and/or implementation of public health programs.



Medical Director / Chief Medical Examiner

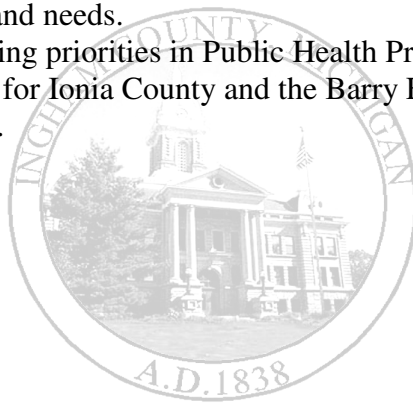
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10. The Medical Director will collaborate with the Health Officer in carrying out the following duties and responsibilities:
 - a. Designing and implementing a project for continuing appraisal of health status and health services in Ingham County.
 - b. Keeping the medical community and other interested parties advised on current proposed legislation as it has/or may have an impact on Public Health and private medicine.
 - c. Representing the interest of the Board of Commissioners in national, regional and state-wide organizations and projects that may effect the health services in Ingham County.
 - d. Identifying continuing health risks to the population in Ingham County, describing the nature of the changes, specifying alternative solutions, and communicating these effectively to the Board of Commissioners, and to consumers and providers in the County.
 - e. Assisting in adequately informing the County Commissioners of Health Department programs, problems and needs.
 - f. Assisting in establishing priorities in Public Health Programs.
11. Act as Medical Director for Ionia County and the Barry Eaton District Health Department.
12. Other duties as assigned.

Other Functions:

13. None listed.

Essential Functions:



CHIEF MEDICAL EXAMINER

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Fulfills all provisions of Act 401 Public Acts of 1980 approved by the Governor, January 8, 1981.
2. Directs the enforcement of State laws and County regulations pertaining to the Medical Examiner's Office.
3. Formulates and implements medical policies relating to the operation of the Medical Examiner's office.
4. Selects Deputy Medical Examiners.
5. Selects pathology consultants.
6. Coordinates Ingham County Child Death Review Panel.

Medical Director / Chief Medical Examiner
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Other Functions:

7. None listed.

Employment Qualifications:

Education: Master's degree in Public Health or be Board Certified in Preventive Medicine and Public Health. Graduation from an accredited medical school with an M.D. or D.O. degree.

Experience: Three years of general public health practice.

Other Requirements:

Must be licensed in Michigan as an M.D. or D.O.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

Works in office conditions.

Exposure to communicable diseases, blood and other bodily fluids.

October, 1999