

# JOB DESCRIPTION



**Job Title:** Medical Director  
**Department:** Excelsis Medical Associates - Administration  
**Reports To:** CEO  
**FLSA Status:** Non-Exempt

## SUMMARY

The Medical Director establishes policies and procedures to ensure that the provision of medical care in the department is carried out safely, appropriately and within acceptable standards. The Director is responsible for working with hospital and Department Nursing leadership to ensure that department operations are carried out in a manner that takes all reasonable steps to ensure that patients receive the appropriate evaluation and treatment.

## MINIMUM QUALIFICATIONS

The Medical Director must be a Board-Certified Emergency Department Physician with active Florida medical and DEA licenses. He or she must be an EMA shareholder with excellent clinical, administrative, and leadership skills.

**PRINCIPAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

### Meeting Attendance:

1. EDQI
2. Adult Assemblies or huddles
3. ED Operations meetings
4. ED Collaborative
5. EMA Directors meeting
6. Medical Executive Committee
7. Other meetings include departmental, throughput, disaster, and trauma

### Principal Duties and Responsibilities:

- Serve as a liaison for patients & their families, hospital administration, nursing leadership, EMS/fire/police, Department heads, and other medical staff.
- Promote and participate in a collaborative, interdisciplinary leadership team.
- Collaborate with nursing and Department leadership to ensure department performance.
- Ensure that policies are implemented and followed by emergency physicians and APPs.
- Monitor correctness and appropriateness of medical records; implement corrective intervention as required in association with medical records, quality assurance and billing departments.
- Remain available for counseling, advice, information, and general support to the physicians and other department members.
- Evaluate procedural competence for physicians and APPs based on scope of privileges.
- Ensure that TJC standards, DOH regulations, Peer Review process, and Hospital By-Laws are maintained.
- Participate in interview selection for physicians and APP candidates.
- Provide EMA Department representation on all appropriate committees.