HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Chief Medical Director

Job Code: U8796
Pay Grade: US
Pay Scale: $240,569.14-$372,882.16 Annually
Exempt: Yes

OVERVIEW

Oversee the operations, medical and health services, and management of the Sheriff's Office Occupational Health and Wellness Center (OHWC). Perform duties supporting and directing the highest quality employee health and urgent care/ambulatory care services available to all patients. Ensure the Sheriff's Office and OHWC mission, vision, and values are met. This role is still directly involved in patient care and/or evaluation (e.g., all current employees, eligible dependents and retirees with Sheriff's Office insurance, conditional offer applicants). All duties and responsibilities are to be performed in compliance with state and federal laws and regulations governing the legal scope of medical practice.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee complex functions with subordinate physicians, nurses, other health care professionals, managers, and staff to provide person-directed care that meets relevant clinical standards.
- Develop and implement organizational policies and procedures for the OHWC.
- Direct major programs (e.g., pre-employment medical evaluation, fitness for duty, employee health, workers' compensation, occupational exposures) to achieve broad organizational goals and objectives while maintaining standards of care.
- Manage and direct the activities of multiple professional level subordinates in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Help identify, interpret, and comply with relevant federal, state, and local laws and regulations; inform clinic physicians, health care professionals, and staff about applicable updates to include agency policies and standard operating procedures (SOPs) and rules and regulations.
- Develop and maintain the budget including the justification of the budget and the subsequent monitoring of funds and expenditures to help the clinic allocate sufficient resources for essential medical functions and patient care activities.
- Help identify, evaluate, and address situations that increase the risk of employee injury and illness; advise command and executive personnel on preventing and managing employee injuries.
- Maintain communication between governing boards, medical staff, and agency leadership by attending meetings and coordinating interdepartmental functioning.
- Inspect facilities and recommend building or equipment modifications to ensure emergency readiness and compliance to access, safety, and sanitation regulations.
- Advise command and executive personnel in areas where medical expertise is helpful.
- Advise the facility on policies related to the health and safety of staff, visitors, and volunteers.
- Sustain professional development through self-directed and continuing education.

- Facilitate education and training of staff in areas that are relevant to providing high quality patient care and identifying and accessing relevant educational resources.
- Provide and manage direct patient care, including physical examinations, evaluations, assessments, diagnoses, and treatment; perform therapeutic procedures such as incision and drainage (I&D), splinting, suturing, managing infection, and wound care documenting/ charting patient information in line with current policies and procedures.
- Develop and implement patient management plans, records progress notes, and assist in provision of continuity of care; communicate with patients regarding testing results, follow-up care, and additional information; prescribe pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions; refer patients to specialists and to relevant patient care components as appropriate.
- Follow established policies, procedures, objectives, and recommended referral practices; participate in facility in-services, required staff meetings, and other clinic operations procedures.
- Order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests, and interpret test results for deviation from normal; orient and train new practitioners when necessary; direct and coordinate the patient care activities of nursing and support staff as required.
- Supervise mid-level practitioners when appropriate and abide by all associated rules and regulations.
- Perform other duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of principles and processes for providing both customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Working knowledge of computerized information systems used in business applications and clinical management systems (EMR).
- Knowledge of management methods, techniques, and practices.
- Knowledge of relevant drugs and their chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo.
- Knowledge of non-pharmaceutical patient care aids, their applicable uses, and relevance to patient care.
- Knowledge of current principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment.
- Knowledge of the urgent and occupational medicine fields.
- Knowledge of professional communication principles and practices including business letter writing and advanced report preparation.
- Knowledge of applicable federal, state, and local laws and regulations including the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) and applicable state rules and regulations pertinent to medical practices.
- Ability to meet necessary accreditation and certification requirements and to maintain all appropriate licenses.
- Ability to perform duties in accordance with the customary rules of ethics and conduct of the applicable State Board of Medicine and other such regulating bodies.
- Ability to prescribe dosages and instruct patients in correct usage including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Ability to interpret the application of OSHA and HIPAA laws.
- Ability to maintain quality, safety, and infection control standards.
- Ability to use manual dexterity in relation to clinical requirements.

SKILLS

- Medical Care
- Risk Management
- Health Services
- Policy Development

- Patient Care
- Medical Services
- HIPAA Compliance
- Public Health
- Clinical Experience
- Patient Management
- Occupational Safety and Health Act

WORKING CONDITIONS

- Work in a medical facility within a law enforcement agency.
- May have occasional exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- Graduation from an accredited school of medicine.
- Board Certified/Board Eligible in a specialty field of medicine.
- Possession of a Clear/Active Florida medical license.
- No disciplinary actions or complaints on current or past medical license.
- Must have and maintain a Drug Enforcement Agency (DEA) license with no restrictions.
- Five to seven years of experience as a practicing physician.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to

perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Board Certified/ Board Eligible in Family Medicine, Internal Medicine, Occupational Medicine, or Urgent Care.
- A minimum of three to five years of clinical experience in an emergency medicine, urgent care, or ambulatory care setting.
- Strong computer knowledge and experience with electronic medical records.
- Experience with simple office procedures.