



VOLUNTEER JOB DESCRIPTION MEDICAL DIRECTOR

POSITION SUMMARY:

The Medical Director is responsible for representing Clive Community Services and Free Clinics of Iowa to colleagues, volunteers and the community. In regard to health care services, assumes leadership role when on site and when absent, delegates leadership to a volunteer physician/provider. Works with the Clive Community Services Executive Director and Clinic Manager to develop a strategic plan for the free clinic and assists in implementing goals and objectives. Anticipated time commitment is five hours per month.

EDUCATION:

Family Practice, Medical Doctor (MD) or Doctor of Osteopathy (DO) with an active, unrestricted license in the State of Iowa and holds current medical malpractice coverage through Iowa's Volunteer Health Care Provider Program (VHCPP) or another means which allows coverage while volunteering.

EXPERIENCE:

Experience and interest in serving the under/uninsured population within the State of Iowa.

PRIMARY DUTIES & RESPONSIBILITIES:

- Recruit physician and mid-level volunteers to provide services at the free clinic, open Monday evenings. Optimally, providers should not be required to volunteer more than one session per month.
- Provide direct care to patients at the free clinic one time per month and also when scheduled volunteer provider cannot come and a substitute cannot be found.
- Provide medical direction, supervision and consultation to the health care providers.
- Work with Clinic Manager to ensure that physician/mid-level services are provided according to established clinic standards and in compliance with the contractual agreement between Free Clinics of Iowa and Clive Community Services.
- Support Clinic Manager in ensuring all policies, procedures and reporting requirements are followed as prescribed by Free Clinics of Iowa, VHCPP, VFC, Clive Community Services, and other governing agencies.
- Review patient charts to assure quality of care.
- Serve as key liaison to area hospitals and the wider physician community.
- Donate samples to the clinic.

Contact Lisa Earles, Executive Director. director@clivecommunityservices.com