

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Physician Administrator

SERIES NO.:

6536

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of physician administrator occupation is to supervise physicians, medical students, resident physicians & professional & medical support staff.

At the first managerial level, incumbents direct a medium-sized institution/developmental center or clinic or an assigned section of a large clinic.

At the second managerial level, incumbents direct a large statewide multi- program area or serve as clinic director in state institutions.

CLASS TITLE

Physician Administrator 2

CLASS NUMBER

65362

PAY RANGE

46

EFFECTIVE

02/13/2000

CLASS CONCEPT:

The second administrator level class works under administrative direction & requires thorough knowledge of management in order to direct delivery of medical/health care services to consumers, inmates or residents in medium-sized institution/developmental center or clinic or in assigned section of large clinic; or direct activity of central clinical laboratory to ensure quality service & compliance with accreditation standard; or in Ohio Department of Health, direct development, implementation & evaluation of service systems for children with special health care needs & all medical policy related to their diagnosis & treatment; or in Ohio Department of Health act as medical director for bureau of infectious disease control, assist bureau/division chief in defining parameters for surveillance of infectious diseases statewide, direct development of methods, design & evaluation of data to ascertain spread of infectious diseases & direct activities of staff; or in Ohio Department of Health, administer infectious disease control investigation section & in addition to one of previous options, supervise lower-level medical &/or medical support personnel or health/human services program administrators & health care professionals/support staff or health care professionals/support staff; or formulate & responsibly direct implementation of medical policy on behalf of agency director.

CLASS TITLE

Physician Administrator 3

CLASS NUMBER

65363

PAY RANGE

47

EFFECTIVE

11/25/2007

CLASS CONCEPT:

The third administrative level class works under direction & requires through knowledge of management in order to plan, coordinate & direct all clinic activity including delivery of service to supervise medical & non-medical personnel including department heads &/or medical support personnel; or in Ohio Department of Health, act as chief of large statewide multi-program area (i.e., division of family & community health services, division of prevention, division of quality assurance or other division involving two or more sub-divisions), plan, coordinate & direct division operations, supervise division supervisory & management personnel, develop policy & procedure for area assigned & ensure compliance with agency policy & federal & state laws & rules, prepare or oversee preparation of budget & necessary reports, provide administrative support to administrator & act in his/her absence as assigned; or acts as assistant director in Ohio Department of Health & assists in defining agency goals & objectives, formulates policies, procedures & administrative rules necessary for efficient management & operation of department & directs operations of major division & acts on behalf of & represents director in his/her absence; or in Ohio Bureau of Workers' Compensation, plan, coordinate, direct medical service & serve as medical consultant for operation division (e.g., claims, medical/rehabilitation services), coordinate & act as advisor over program statewide disability evaluation system & lessening disability state-wide, act as medical director over contract physician, supervise assigned staff, develop policies & procedures for assigned area & ensure compliance with federal, state & bureau of workers' compensation laws & rules, provide administrative support to administrator & act in his/her absence; or act as medical director for assigned agency by establishing policy & procedure for all medical service to be consistent with governing regulation, advising director, institution superintendents & other officials on relevant medical issue, formulate recommendation & plan to improve delivery & quality of integrated medical service system at each institution/developmental center under assigned department jurisdiction as requested & direct medical director at each institution/developmental center under assigned department jurisdiction.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Physician Administrator 2	65362	EX	02/13/2000	46

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs delivery of medical/health care services to consumers, inmates or residents in medium-sized institution/development center or clinic or in assigned section of large clinic;

OR

Directs activities of central clinical laboratory to ensure quality service & compliance with accreditation standards;

OR

In Ohio Department of Health, directs systems for children with special health care needs & all medical policies related to their diagnosis & treatment;

OR

In Ohio Department of Health, acts as medical director for bureau of infectious disease control, assists bureau/division chief in defining parameters for surveillance of infectious diseases statewide, directs development of methods, design & evaluation of data to ascertain spread of infectious diseases & directs activities of staff;

OR

In Ohio Department of Health, administers infectious disease control investigation section;

&

In addition to one of previous options, supervises lower-level medical &/or medical support personnel or health/human services program administrators & health care professionals/support staff or health care professionals/support staff;

OR

Formulates medical policy on behalf of agency director & responsibly directs implementation thereof.

Provides direct medical or psychiatric care or clinical laboratory services in most complex cases (e.g., administers comprehensive physical, psychiatric &/or neurological examinations, diagnoses & treats patients or conducts most difficult lab tests); handles special cases for training & demonstration purposes; assists in coordinating public health problems which involve more than one area of assigned division; acts as medical supervisor when investigations of disease outbreaks or other medical conditions occur as directed & assists medical director of bureau of infectious diseases in evaluating infectious disease conditions; oversees medial aspects of development of maternal & child health services block grant & oversees development of resource allocation proposals or other grants; provides for medical consultation to all programs in division of child & family health services, establishes program policies & standards of care for program areas services mothers & children with bureau/division chief, participates in comprehensive planning of statewide services to women, infants & children, provides medical expertise & leadership in the implementation development of public health policy & programs related to families & children to ensure access to quality reproductive & infant health care & works with program staff & conduct analysis of programs & to identify need for new programs.

Prepares & delivers lectures for subordinate medical staff in assigned areas; provides consultative services to other agencies & other physicians; attends & conducts staff meeting &/or cases conferences; represents division/agency at national, state & local meetings/conferences; acts as liaison with center for disease control; testifies at federal & state legislative hearing; addresses public, special interest groups &/or media on issues related to assigned area.

Writes medical evaluations & reports, completes &/or oversees completion of admission, discharge & death summaries; interprets & analyzes laboratory reports & findings; writes summary & maintains written account of patient progress; directs preparation of technical information materials & continuing education seminars; maintains clinical competency; provides programmatic information to advocacy groups; participates as member of administrative staff in development of overall goals, objectives, standards, policies & guidelines for assigned programs.

MAJOR WORKER CHARACTERISTICS:

Not applicable.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine in state of Ohio as issued by State Medical Board pursuant to Section 4731.14 & 4731.281 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious disease & dangerous patients; on call 24 hrs., 7 days per week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Physician Administrator 3	65363	EX	11/25/2007	47

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, coordinates & directs clinic operation in state institution including delivery of medical services to clients, ensures maximum efficiency of operation & quality of services; or in Ohio Department of Health, acts as chief of large statewide multi-program area (i.e., division of family & community health services, division of prevention, division of quality assurance or other division involving two or more sub-divisions) & plans, coordinates & directs division operations; or acts as assistant director in Ohio Department of Health & assists in defining agency goals & objectives, formulates policies, procedures & administrative rules necessary for efficient management & operation of department & directs operations of major division & acts on behalf of & represents director in his/her absence; or in Ohio Bureau of Workers' Compensation, plans coordinates & directs medical services for operations division, (e.g., claims, medical/rehabilitation services), serves as medical consultant for claims, medical/rehabilitation services to ensure maximum efficiency of operation & quality of services, coordinates & acts as advisor (e.g., determines appropriateness of claimant treatment, tests & procedures) over statewide programs (e.g., statewide disability evaluation system & lessening disability) & acts as medical director over contract physicians; or acts as medical director for assigned agency by establishing policies & procedures for all medical services to be consistent with governing regulations (e.g., ICF/MR), advising director, institution superintendents & other officials on relevant medical issues, formulating recommendations & plan to improve delivery & quality of integrated medical service system at each institution /developmental center under assigned department's jurisdiction as requested & providing functional supervision to medical director of each institution/developmental center under assigned department's jurisdiction.

Supervises medical & non-medical clinic personnel including department heads or division supervisor & management personnel &/or medical support personnel.

Develops policies & procedures for assigned areas & ensures compliance with federal & state laws & rules; prepares &/or oversees preparation of budget & necessary reports; reviews & approves complex rehabilitation plans by private providers; develops & implements peer review & quality assurance system to respond to problem areas in institutions/developmental centers; assesses capabilities, strengths & weaknesses of each institutional/developmental center's medical department requested.

Provides administrative support to superintendent, agency administrator of chief claims officer; acts as liaison officer between superintendent or administrator in his/her absence as assigned; provides consultation where medical assistance is needed; assists with implementation of plan for medical services in institutions/developmental centers.

Participates on various committees to discuss goals & objectives & to integrate unit functions (e.g., executive committee, pharmacy & therapeutics committee, health services advisory committee, labor/management committee); acts as consultant in institution with court for medico legal decisions; reviews & evaluates/consumers; reviews specific medical services.

Advises, teaches & participates in educational programs, assesses training needs implements or assists in implementation of training program.

MAJOR WORKER CHARACTERISTICS:

Not applicable.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine as issued by State Medical Board pursuant to Sections 4731.14 & 4731.281 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.