

Job Description / Performance Evaluation

Title: Medical Director

Employer Evaluation

Employee Self Evaluation

Job Summary:

Primary function is oversight of physician services and the medical component of hospice. Responsibilities include promoting and maintaining the standards of practice consistent with quality hospice care. Serves as a member of IDT.

Job Classification: Management

Lines of Authority: Reports to Administrator

Job Qualifications:

Education: Graduate of an accredited college/university with a doctorate degree in medicine or doctor of osteopathy and is fully licensed to practice medicine. Board certified in a related specialty.

Skills: Ability to establish and maintain effective working relationships with all segments of the staff, the Board of Directors Interdisciplinary Team and other physicians. Has expertise in the medical care of terminally ill individuals.

Physical and Mental Effort:

Prolonged sitting is required. Requires ability to handle stressful situations in a calm and courteous manner at all times. Requires working under some stressful conditions to meet deadlines and agency needs.

Essential Functions:

Evaluation

Assumes overall responsibility for the medical component of the hospice program, including providing oversight of physician services.	
Serves on the IDT, attends interdisciplinary team meetings, participates in the patient care planning process and collaborates with interdisciplinary team to promote coordination of patient care.	
Provides medical direction and education to the clinical staff, assuring that the patient receives appropriate measures to control symptoms.	
Collaborates with the attending physician to develop and update the POC to identify needs not met by the attending, to insure pain and symptom control.	
Certifies and Re-certifies patients as appropriate for hospice.	
Maintains current knowledge of the latest research and trends in hospice care and pain/symptom management.	
Works with the IDT in a team approach, participating in performance improvement programs	
Demonstrates knowledge in communications and counseling patient/family in dealing with end-of life issues.	
Participates in the development and updating of patient care policies and emergency procedures.	
Provides consultation and education to colleagues and attending physicians related to admission criteria for hospice and palliative care.	
Acts as a liaison to physicians in the community.	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Employee Signature: _____ **Date:** _____

Employer Signature: _____ **Date:** _____

(For Job Description)

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement
 3-Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

Performance Evaluation Addendum

90 Day

Annual

Date On Site Supervisory Visit Completed: _____ (form attached).

Comments/Goals Met or Not Met for this evaluation period: _____

Employer/Employee Mutual Goals set for the next evaluation period: _____

Employee Comments/Response: _____

Employee Signature: _____ **Date:** _____

(For Employer Evaluation / Employee Self Evaluation)

Evaluator/Title: _____ **Date:** _____