

**POSITION TITLE:**

**Medical Director**

Serves a voluntary three year term; elected and approved by the Board of Directors

**RESPONSIBLE TO:**

Board of Directors

**JOB SUMMARY:**

Works with Executive Director to promote the mission of the clinic in the community. Directs the medical operations of the clinic and communicates with the Board in regards to clinic needs. Oversees the clinic Practitioners per the NC Medical Board Regulations.

**JOB DUTIES:**

- Direct supervisor of clinic coordinator
- Supervises Staff and volunteers as it relates to medical operational issues.
- Chairs the Peer Review Committee and Clinical Services Committee and reports to the Board
- Monitors the clinic operations
- Provides consultative services to Executive Director and Clinic Coordinator regarding patient services
- Assists with development of protocols and procedures regarding medical care at the clinic.
- Assists in recruitment of medical provider volunteers
- Establishes medical specialist contacts for patient referrals
- Reviews lab work and diagnostic procedure results. Makes recommendations regarding treatment, follow-up, additional labs or diagnostics, and patient education
- Serves as voting member of Board of Directors
- Back up provider for clinics if medical Practitioner not available
- Develops pharmacy guidelines

**QUALIFICATIONS:**

- Licensed physician in North Carolina to practice Medicine
- License in good standing with N.C. Medical Board
- Willingness to donate time needed to carry out duties and responsibilities

**TIME COMMITMENTS:**

Varies based on volume of clients seen.  
Expect a minimum of 1 hour/week