

SUMTER

FAMILY HEALTH CENTER

Caring For Our Community's
Health and Well Being

JOB POSTING

Clinical Director of Pediatrics

Position Summary:

The Clinical Director of Pediatrics is responsible for providing clinical leadership, fostering superior quality patient care, developing clinical strategic goals and direction, and assisting with the recruitment and retention of the Pediatric medical staff at Sumter Family Health Center. Delivers effective and efficient patient care during required clinical time in compliance with established clinical protocols.

Leadership Duties and Responsibilities:

- Directly supervises for all Pediatric Providers (Physicians, Nurse Practitioners and Physician Assistants), to include orientation, development, clinical supervision, evaluation, quality oversight, and participating in recruitment.
- Works collaboratively with the Chief Medical Officer in monitoring the performance of the EMR system.
- Investigates and resolves Pediatric patient grievances regarding quality of care.
- Leads and maintains an effective quality improvement/quality assurance program for Pediatrics and, when required, assists in moving to the next level (NCQA/PCMH).
- Assist the appropriate staff in the solicitation, development, management and evaluation of any grants deemed necessary and useful to the function of SFHC's Pediatric services. Provide input for grant reports as necessary.
- Fosters and supports linkages with appropriate specialists, sub-specialists and related services.
- Demonstrates professional interactions with internal and external customers, Establishes and maintains effective working relationships with individuals of various cultural, ethnic, and socioeconomic backgrounds. Represents SFHC positively to the community.
- Plays a leadership role in understanding, communicating, achieving and maintaining quality standards and Patient Centered Medical Home Principles (PCMH).
- Participates in all initiatives and concerns involving Pediatric patient safety, quality, infection control, risk management and patient service, especially those related to provider issues.
- Participates in the Pediatric peer review and credentialing process, ensuring quality, safety, service and behavioral issues on the part of the provider staff are addressed fairly and in a timely fashion.
- Reports on progress of goals and other relevant data at the SFHC Provider/CPI/Rx P&T Quarterly Meetings.
- Works cooperatively with Nursing Managers to effectively evaluate and determine training needs for clinical support staff.
- Oversees the process of Pediatric Providers on-boarding and orientation with Human Resources and the Chief Medical Officer.

- Determines need and reviews/approves continuing education opportunities and requests for Pediatric Providers.
- Ensures completion of provider performance appraisals in a timely fashion.

Clinical Duties and Responsibilities:

- Provides direct health care to Pediatric patients presenting for care at SFHC with or without appointments.
- Where indicated, obtains complete medical history and physical data on patients; establishes diagnosis; reviews patient's records.
- Performs clinical services to patients who present with illness or disease.
- Orders appropriate laboratory and diagnostic procedures.
- Provides or directly oversees services and procedures appropriate in the outpatient setting.
- Educates patients and their caregivers regarding health and illness prevention.
- Recommends community resources to meet patient and family needs.
- Instructs patients and caregivers regarding medications and treatment instructions.
- Adheres to established clinical protocols and procedures.
- Maintains adequate medical records in the established chart.
- Supervises or participates in patient emergencies as required.
- Observes all infection control procedures.
- Fulfills HRSA and health center productivity standards.
- Follows established health center procedures for patient billing and reimbursement.
- Participates in quality assurance and other committee activities as assigned.
- Participates in staff medical education programs and patient health education activities as required.
- Reports any discrepancies, irregularities, and/or violations involving clinical care, administrative procedure, billing issues or other SFHC protocols to the appropriate personnel.
- Maintains professional competence by completing appropriate specialty requirements of CME.
- Maintains current certifications.
- Attends required meetings and participates in committees as assigned.
- Maintains strictest confidentiality.
- Participates in professional development activities and maintains professional affiliations.
- Successfully completes SFHC credentialing and privileging review upon hire, and re-credentialing as appropriate.

Qualifications:

- Graduate of approved medical school.
- Graduate of an accredited residency program in Pediatrics, Family Medicine, Internal Medicine or Internal Medicine/Pediatrics.
- Board certified at hire and will be expected to maintain appropriate board certification, licensure, and membership in professional organizations.
- Licensed to practice medicine in the State of South Carolina.
- Eligible to obtain and maintain a federal and state narcotic registration.
- Eligible for Hospital Privileges
- 7 years proven successful experience as a practicing clinician.
- 5 years successful senior/director level management experience.
- Strong community health/public health orientation, experienced in patient care management, and demonstrates managed health care knowledge and experience.

- Knowledge of or experience with healthcare information systems, such as electronic health record and practice management systems experience.
- Experience in a multiple provider medical practice.

Preferred:

- Familiarity with federally qualified health centers or FQHC look-a-like's. Experience working in a not-for-profit organization, with annual operating margin goals.
- Experience working with low-income, multi-ethnic populations

Work Environment:

Often very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Potential for regular exposure to blood-borne diseases (Category I). Potential exposure to chemical hazards (Category B).

Physical Demands:

Considerable sitting, standing or walking. Assists in lifting and moving patients as necessary. Lifts supplies/equipment up to 20lbs. occasionally and/or up to 10lbs. frequently. Must be able to act rapidly and effectively while following policies and procedures during routine as well as emergency situations. Considerable reaching, stooping, bending, kneeling, and crouching.

How to Apply:

If you are interested in applying for a position at SFHC, please print and complete the [Employment Application](#). Return your completed application to:

Sumter Family Health Center
Attn: Human Resources
1278 N. Lafayette Drive
Sumter, SC 29150