**Director, Medical Standard Job Description**

**Classification Title:** Director, Medical

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Medical Director, under general direction, manages overall clinical direction of health and wellness activities, including medical consultations with staff, service providers, and consumers, eligibility reviews, training and monitoring Physicians, and providing leadership and guidance to the medical core team.

**Essential Duties and Responsibilities:**

**40% Quality Assurance and Compliance**

* Ensures quality and standardization in validating didactic and clinical aspects of medical education.
* Reviews current member medical protocols.
* Receives, researches, and provides direction on specific medical techniques and treatments as changes are made to National or State standards of care.

**20% Clinical Guidance and Protocol Oversight**

* Provides recommendations to staff regarding medical care information based on emerging clinical literature and research.
* Reviews and approves clinical trials conducted in the Human Clinical Research Building.
* Reviews medical and IRB protocols.

**10% Administrative Responsibilities**

* Submits time sheets, travel forms, and receipts within the required time frame.

**10% Collaboration and Liaison**

* Functions as a liaison between applicable private industries or State/Federal entities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Doctor of Medicine (M.D.) or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**