Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type:
   - [ ] Establishment
   - [X] Update
   - [X] Reclassification
   - [ ] Transfer
3. Position Number: 20429

4. School/College/Department
   Student Health Services
5. Department Number: 047900062
6. Effective Date: (Personnel Use Only)

7. Position Number:
8. FTE: 1.0
9. Budget Entity:
10. Pay Plan: 12 months A & P

11. Subsection: PRES
12. Class Code: Class Title:

13. City Tallahassee
14. County Leon
15. Class Code: 9462
16. Class Title: University Physician

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions:** This position serves under the working title of University Physician and reports to the Director, Student Health Services.

- Provide medical care and clinical intervention in accordance with the A.M.A. guidelines and Florida State Licensure with the Department of Professional Regulation.
- Provide competent and appropriate medical care to students including physical examination and assessment, diagnosis and treatment.
- Provide clinical interpretation of labs, diagnostic tests, X-Rays, and EKGs.
- Conducts health counseling and preventive medical education and clinical intervention as needed.
- Provides minor outpatient surgical procedures.
- Collaborates with the Leon County Health Department, area physicians, regional clinics and hospitals, and University Officials to facilitate the care and treatment of the students' physical and mental problems.
- Oversees, as necessary, clinical activities and facilitates medical care provided to all patients within the guidelines provided by the A.M.A. and State of Florida Physician Licensure.
- Responsible for the coordination of the professional actions of all other clinicians and support staff.
- File appropriate reports with State and National agencies according to the guidelines set forth by the A.M.A. and the Florida State Nursing Association, Law Enforcement, and the Florida Department of Professional Regulation.
- Assist Director with coordinating and overseeing the appropriate availability of all durable medical equipment, infirmary supplies, pharmaceuticals in accordance with Florida State Guidelines.
- Maintain appropriate physician licensure and continuing education units in accordance with the Florida State Department of Professional Regulations.
- As part of Quality Assurance, must conduct periodic and routine patient chart reviews, and when necessary, participate in the review of root cause analysis subsequent identification of process and system improvements. Support the Director in reporting of any infractions to the proper reporting authority in accordance with Florida Law for Health Care Professionals.
- Provide opportunities for continuing medical training and education to all clinical staff.
- Insure that appropriate patient follow up is provided by all staff. Insure that all patients are informed of their privacy rights.
- Participate in and provide for student educational forums on health related issues and topics each semester.
- Facilitate referrals of patients to alternate health care services as needed.
- Responsible for providing a written and oral report to the VPSA within 24 hours when a patient requires emergency transfer to a facility providing a higher level of care.
- Support the development and implementation of emerging new programs, such as a Women’s Clinic, as needed by the student population.

16B. Marginal Functions of the Job

Attend committee meetings. Liaison with athletics, disability services, campus recreation, housing, student activities, and counseling to identify and meet the medical educational needs of specific patient populations. Participate in Student Orientation. Attend staff meetings as arranged.
16C. Program Direction and Development -
   Supports the development of sound health care educational programming.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
   Works frequently with the staff in Student Affairs and Academic Affairs to facilitate access of services by student
   constituencies. Continuous liaison with campus staff, community agencies, local health are providers the needs of
   current students. Interacts regularly with students and their families. Consults with area physicians and other
   medical providers.

17. POLICY MAKING INTERPRATION: Recommends policies and procedures for areas of responsibility and interpret as
   necessary to ensure compliance, appropriate management of services and resources, and problem resolution.

18. SUPERVISOR’S POSITION: Number: 20126  Class Code: 9440  Class Title: Director, Student Health Services

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position
   numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary

   Supervise  None

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of
    responsibility for funds, amount and consequence of error.

    None

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial
    to the successful operation of the University.)
    Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will
    exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned
    unit to insure a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act
    (FERPA) laws. All medical records and student diagnosis and treatment are considered confidential and disclosure is
    performed in compliance with the principles of Ethical Relationships recommended by the American College Health
    Association.

22. KNOWLEDGE/SKILLS/ABILITIES:
    Demonstrated ability to obtain results in a team-based environment; work independently and effectively with a diverse
    student body, faculty, administrators, and staff. Effective presentation and communication skills. Demonstrated
    commitment to diversity. Demonstrated ability to initiate, implement and coordinate projects/programs and services,
    supervise professional staff and student employees, and work in a team based environment. Fluent computer skills to
    effectively conduct electronically based business, communication, record keeping and utilization of resources. Superb
    clinical abilities and skills to provide leadership and guidance to professional staff. Ability to promote patient well
    being and positive clinical outcomes. Capable of identifying and providing education for diverse student populations. Able to
    identify and develop intervention strategies for specific patient populations at risk.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience
    and knowledge, skills and abilities required for this position. Note that these requirements must be related to
    the essential functions and at least equal to the minimum qualifications stated on the official class
    specification.
**Specialized Minimum Qualifications:** Must possess an active Florida Medical License and DEA Certification

**Preferred Qualifications:** Experience as a medical doctor in a college / university setting.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**
   Please review statements below check all that apply.
   - This position requires a background check and/or fingerprinting. Florida Statutes.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.
     Appropriate State Medical Licensure as a medical doctor.

24. **SIGNATURES:**

   Incumbent  __________________________  __________________________  __________________
   Supervisor  __________________________  __________________________  __________________
   Reviewing Officer  __________________________  __________________________  __________________