

**RHODE ISLAND MEDICAL SOCIETY
PHYSICIAN HEALTH PROGRAM**

Job Description

DIRECTOR, PHYSICIAN HEALTH PROGRAM

Responsible to: Executive Vice President, Rhode Island Medical Society (RIMS)
Chair of the Physician Health Committee of the RI Medical Society

Job Summary

The Director of the Rhode Island Medical Society's Physician Health Program (RIPHP) is responsible for the daily management and operation of the Program and works under the supervision and direction of the Chair of the Physician Health Committee (PHC). The RIPHP works with physicians, dentists, physician assistants and podiatrists in Rhode Island. Responsibilities include performing all intake functions, including conducting initial interviews and/or interventions in conjunction with a member of the PHC, and making any necessary follow-up referrals. In addition, the director monitors all open and active participant cases.

The director is responsible for all incoming calls to the program. These include requests for information, resources, and all new referrals for program services. In addition, the director monitors and responds to electronic communications from the public, referral sources and participants as needed as well as phone communications.

The director may serve as a consultant to multiple boards of licensure, health care professionals and health care facilities. The director serves as the Medical Society liaison for the Medical Student Health Council of Brown University's Warren Alpert Medical School. The director provides training and instruction regarding RIPHP and about physician health issues. The director provides presentations on the RIPHP and physician health on a regular basis including residency and fellowship orientations and classes at the Physician Assistant graduate programs in Rhode Island.

Responsible for timely evaluation of all referrals per RIPHP policies. Elements may be assigned to other clinical staff while ultimate responsibility remains with the Director including:

- Screening and reviewing all referrals.
- Ensure maintenance of case records for all health care professionals involved with RIPHP.
- Determining appropriate referrals for evaluation and ongoing treatment, and communicating with referral sources
- Preparation for the monthly meetings of the PHC
- Serve as liaison to the boards of licensure and provide consultation to these boards and other entities.
- Oversight and monitoring of the toxicology screening program which includes urine, blood, hair, nail, and oral fluid testing.

- Oversight of management of all clinical cases
- Preparation and presentation on topics related to physician health.
- Liaison for the Student Health Council, including acting as a clinical consultant.
- Supervising other clinical and/or administrative program staff
- Preparing and submitting annual reports to the RI Medical Society
- Executing other duties assigned by the RIMS Executive Vice President and/or the Chair of the PHC

Job Qualifications

Minimum master's degree in a relevant field with specialized training in addiction and mental health:

- Diagnostic and case management skills
- Employee assistance (EAP) experience with health care professionals is desirable.

Administrative and supervisory experience:

- Strong written and oral communications skills
- Presentation and public speaking skills (including designing Power Point presentations)
- Strong interpersonal skills
- Good organizational skills
- Self-discipline and self-motivation
- Familiarity and facility with office technology, internet communication and standard software programs
- A high degree of personal integrity and a well-developed sense of propriety and discretion.

Compensation

Competitive salary. Generous benefits, including all standard paid holidays; five percent annual contribution to Simplified Employee Pension Plan; and health insurance with ten percent employee co-share.

Contact:

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