

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
Internal/External**

Job Posting: 20-503-PHP-17 **Opening Date:** January 17, 2020 **No. of Openings:** 1
Salary: \$12,500.00 (monthly) **Closing Date:** Open Until Filled **Type of Employment:** Full-Time

WIT#: 13964633
Functional Job Title: Executive Medical Director, Texas Physician Health Program
Classification: Physician I
Class Number: 1623/B32
FLSA Status: Exempt
Location: Austin

How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through www.WorkInTexas.com. The first two business days only Veterans can apply. After the two business days, it is open for all to apply. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED.

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

NOTE: A criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

Military Crosswalk information can be accessed at: <http://www.hr.sao.texas.gov>

General Description

The Medical Director is selected by the Governing Board of the Texas Physician Health Program with the approval of the Texas Medical Board and serves as agency medical director, functioning in accordance with the Governing Board policies and procedures, and at their discretion exercising independent clinical judgment and using independent judgment in providing for or approving the treatment of all health conditions that have a potential to compromise a participant's ability to practice with reasonable skill and safety, including physical and mental health issues, substance use disorders, subject to Governing Board review. Responsible for implementing and maintaining policies, systems, and measures regarding clinical and professional issues and determinations and overseeing department staff. Represents the board at state and national meetings of clinical, education, training, and regulatory medical organizations regarding licensing, enforcement, clinical, and professional issues, and determinations related to regulating the safe practice of medicine. Participates in the ongoing development of the Governing Board's strategic plan, proposed rules, and policies.

Principal Duties and Responsibilities

- 70% Serves as medical director of the TXPHP. Obtains histories, conducts evaluations and reviews clinical recommendations of referred licensees to determine if sufficient concern for a medical, substance related or psychiatric illness exists to warrant further evaluation, treatment and /or monitoring to protect public safety. Determines appropriate monitoring requirements. Conducts clinical and/or managerial work, including coordination and evaluation of medical and psychological assessment results and other medical and public health activities. Consults with physicians and other treatment program staff on treatment and monitoring programs. Develops, monitors, and evaluates ongoing medical, substance use disorders, and psychiatric treatment for participants in accordance with program policy, TMB rules and or consultation with Governing Board in when needed. Reviews diagnostic studies; reviews clinical assessments of abnormal results and follows up with or refers participants for evaluation as appropriate. Designs monitoring requirements for participants as necessary, and proposes clinical guidelines, strategies, and resources for individual participants. Monitors medical trends involving physician impairment and addiction and establishes guidelines, strategies, and resources for individual participants. In the event crisis intervention services are needed in response to participant emergencies and/or potential threat to public safety exists, the medical director is available to intervene, including after-hours coverage if necessary. Directs program staff and provides case reviews for approval to the Governing Board regarding physical conditions, mental health conditions, and substance use disorders issues related to program participants.
- 20% On behalf of the Governing Board and TXPHP, maintains effective relationships with the Texas Medical Board, other boards assigned to the Texas Medical Board and board executive staff and the Federation of State Physician Health Programs. Serves as a liaison with professional associations such as the Texas Medical Association, Texas Osteopathic Medical Association, Texas Association of Physician Assistants, medical service providers, other licensee societies, medical schools and training programs, and medical specialty boards to provide information and encourage

participation in the program. Visits medical schools, training programs, and professional and association meetings to represent TXPHP and to provide information regarding the program, its philosophy goals as requested by the Governing Board. Represents TXPHP on interagency committees, participates in special projects, committees, studies, or other activities which have a direct relevance to the mission and goals of TXPHP as needed.

10% Serves as chief executive officer (CEO) of the program. Responsible for overseeing the operation and maintenance of the program. Provides leadership by communicating the mission and philosophy of the program. Proposes policies for Governing Board consideration. Responsible for ensuring the establishment of effective personnel practices that are in keeping with state laws and policies and that are conducive to retaining a well-qualified workforce. Plans, organizes, coordinates, directs, and supervises the work of program staff.

Experience and Education

Experience in medical, clinical, or public health work.

Graduation from an accredited college of medicine with a degree as a medical doctor or doctor of osteopathy

Completion of a residency program accredited by the Accreditation Council for Graduate Medical Education

Commitment to physician health and rehabilitation, with appropriate experience, training, and skills, including expertise in substance use disorders is required

Board eligible or certification through the American Society of Addiction Medicine (ASAM) or Board Certification in Addiction Psychiatry from the American Board of Psychiatry and Neurology (ABPN) or the American Osteopathic Board of Neurology and Psychiatry is preferred

Experience in budget preparation and execution, financial management and strategic planning is preferred

Experience in leadership ability in development of management/staff is preferred

Knowledge, Skills, and Abilities

Knowledge in the recognition and treatment of substance use disorders and psychiatric illness, disease management, and risk analysis

Knowledge of Texas Medical Practice Act and state and federal laws and regulations pertaining to the regulation of medicine

Knowledge of medical methods, procedures, and trends; of the principles and practices in the development, implementation, and documentation of individualized care and treatment plans; of the principles of public health practices; and of the principles and practices of clinical or public administration and management.

Skill in the care and treatment of participant impairments, such as substance use disorder, mental disorders, and physical disorders

Skill in developing, describing, and communicating medical health plans and procedures

Skill in preparing, reviewing, interpreting, and summarizing documentation and data

Skill in public speaking and written communication

Ability to interpret and synthesize health information, interact with medical providers and develop monitoring plans

Ability to interact effectively and professionally with persons of diverse cultural, socioeconomic, educational, racial, ethnic, and professional background

Ability to apply sound professional judgment to the solution of complex problems.

Ability to plan and lead others

Ability to plan and organize work to effectively meet program priorities and responsibilities

Physical Requirements And/Or Working Conditions

The principal job functions are performed in a standard office environment and require :

Regular and punctual attendance

Travel 20%

Frequent use of personal computer, copiers, printers, and telephones

Frequent sitting

Frequently working under deadlines, as a team member, and in direct contact with others

Compliance with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards

If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

New Hires/Rehires

60-day waiting period for health coverage

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.