



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

PHYSICIAN MANAGER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Physician Manager	X61062	90	99

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

Directs all professional services and patient care programs in a state hospital, institution or agency. Provides direct patient care in settings such as medical wards, acute care units, intensive care units, rehabilitation centers, clinical outpatient or emergency rooms.

Nature of Work

Physician Manager is a physician, with responsibility for managing other Physicians, medical care personnel, and/or other professional staff. Physician Manager works within general methods and guidelines, and exercises considerable independent judgment in the planning, developing, implementing, and administrating of health care programs. The work requires knowledge of the policies, procedures, and regulations of various medical services, and supervisory techniques, personnel policies, and procedures. Physician Managers working in hospitals have the authority to write down treatment orders for each patient and ensure that nurses follow those orders. They have to be available in case of emergencies. They must stay current on all the latest medical breakthroughs because it could possibly be useful for their patients.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Meets with department heads to discuss programs, problems, and solutions related to residents, staff, equipment, and coordination of support.
- Directs specialized evaluative and treatment services such as x-ray, clinical laboratory, physical therapy, audio-visual, dental, and pharmacy services.
- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Diagnoses, treats, or provides continuous care to hospital inpatients and clinical/program outpatients.
- Prescribes medications or treatment regimens to hospital inpatients and clinical/program outpatients.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Admits patients for hospital stays.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Participates in staff conferences for the discussion of cases and for general staff development and improvement

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- Conducts a specialized medical service including the assignment and review of work of professional technical and other employees engaged in the care of patients.
- Writes patient discharge summaries and send them to primary care physicians.
- Conducts discharge planning and discharges patients.
- Orders or interprets the results of tests such as laboratory tests and radiographs (x-rays).
- Identifies staff development and training needs and ensures that training is obtained.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Monitors, directs, and participates in the work unit's practices, as performed by subordinate employees.
- Reviews and interprets goals and objectives of the work area in order to resolve problems, make recommendations for changes in instructions and/or guidelines, and assure the adequacy of work products.
- Serves as a working supervisor of a total medical care program or division.
- Supervises the medical services provided for residents in the medical care program such as medicine, nursing, paramedical support services and medical consultations.
- Examines patients using all types of medical knowledge, equipment, instruments, and tests following standard medical procedures.
- Prepares and supervises the preparation by staff of resident care histories.
- Performs physical examinations, medical consultations, and professional medical services for program/division residents.
- Participates in the development of new policies involving clinical methods and practices.
- Studies and analyzes legislation, statutes, and regulations that affect the medical components of the plans and policies of the program.
- Serves on an interdisciplinary team to provide medical input.
- Develops effective working relationships with professional groups in the community being served by the facility.
- Approves requests for purchase of necessary drugs, medical supplies, laboratory equipment, and medical support equipment.
- Represents the department in dealings with the executive and legislative branches of state government, federal, local health agencies, and professional voluntary health organizations.
- Develops procedures for meeting the requirements of program responsibilities; formulates and maintains standards for quality of services; evaluates the scope, availability, accessibility, and acceptability of services.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Physician Manager.

Scope and complexity of responsibility: *Comprehensive*. Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

Types of employees managed: Physician Manager is assigned *comprehensive and diverse* staffing resources of mid-level managers and senior professionals.

Financial accountability: Objectives managed has an *extensive* relationship to the mission of the total organization.

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Strategic planning/decision challenge: Managing objectives generally *requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances*. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

Manager Concept

The Physician Manager administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents *a diverse part of the department's total operations*.

Minimum Qualifications

Current license as a Physician issued by the New Mexico Board of Medical Examiners and eight (8) years of professional experience coordinating statewide clinical undertakings and providing guidance and support for public health activities as well as participating in a variety of healthcare initiatives. Must hold current license/registration/certification at time of application.

Statutory Requirements: All applicants for this position must be licensed in accordance with the Medical Practice Act, Sections 61-6-1 through 61-6-35 NMSA 1978, and 16.10.1 through 16.10.19 NMAC, as applicable.

Conditions of Employment: Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted.

Default FLSA Status: *Exempt.*

Bargaining Unit: Not Represented

Developed: 04/29/2013

Developed: