

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MEDICAL ADMINISTRATOR SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
MEDICAL ADMINISTRATOR I – OPTION C	26400
MEDICAL ADMINISTRATOR I – OPTION D	26401
MEDICAL ADMINISTRATOR II – OPTION C	26402
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Effective: 10-1-02

This classification series includes those Illinois licensed physician positions which have supervisory, administrative or managerial duties, as opposed to those physicians who as a major responsibility, carry out clinical functions and practice relating to the treatment and medical care of clients at a state facility. Those physician positions relating to a medical/clinical practice are to be allocated to the Physician or Physician Specialist classes.

	<u>POSITION CODE</u>
MEDICAL ADMINISTRATOR I – OPTION C	26400
MEDICAL ADMINISTRATOR I – OPTION D	26401

DISTINGUISHING FEATURES OF WORK:

Subject to management approval, functions as a medical/clinical specialist in managing and directing the planning, administration and evaluation of medical/clinical services at a state mental health or developmental center, or directing the total medical component of a Veterans Affairs' facility; or directing and managing the affairs of an area of medical practice relating to the public health and well-being of the general public.

ILLUSTRATIVE EXAMPLES OF WORK:

1. At a Human Services facility serves as the medical/clinical program administrator; plans, directs, coordinates and evaluates the provision of medical, and clinical habilitative or treatment services in an assigned program at the facility.
2. Supervises and directs the various professional discipline services within the facility and with outside agencies to achieve maximum program and client benefit.
3. Develops, implements and manages the medical programs of a state facility dedicated to service veterans and their spouses and widows; supervises all facility medical personnel. Assures adequate medical staffing is maintained; develops ongoing training and professional development of medical, nursing and patient care personnel.

MEDICAL ADMINISTRATOR I (Continued)

4. Develops, directs and administers a program involving the public health and well-being of the general public such as the prevention and control of various infectious diseases, food-borne illness, maternal health, family planning and child health.
5. Plans and directs infectious disease and epidemiological studies including Acquired Immunodeficiency Syndrome.
6. Provides medical expertise and consultation in planning, developing and managing medical educational and training programs involving long term health care, health care facilities, ambulatory surgical treatment centers, End Stage Renal diseases, alcoholism, hospital licensure, hospice, health maintenance organizations and home health care.
7. Serves as a consultant to the various agency health care personnel and lay and professional members of the State's communities involved in the identification of the needs and the development and delivery of health care programs affecting a broad spectrum of the State's population.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

OPTION C:

Requires an Illinois license to practice medicine and completion of an approved residency as established by an American Specialty Board in a position related medical specialty appropriate to the employing agency's requirement.

OPTION D:

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in a position related medical specialty appropriate to the employing agency's requirements. Equivalence to Board Certification is determined by the Director of Central Management Services with the advice of the employing agency's director.

Requires two years of experience practice in a field of medicine related to the agency's health programs.

Knowledges, Skills and Abilities

Requires working knowledge of the principles of clinical, and medical program planning and administration.

Requires extensive knowledge of current professional medical and technical concepts in the general medical field and the field of specialty.

Requires ability to supervise and coordinate medical staff and activities of other disciplines to ensure efficient and adequate program services which coincide with administrative policy, agency rules and accepted professional standards.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

POSITION CODE

MEDICAL ADMINISTRATOR II – OPTION C
 MEDICAL ADMINISTRATOR II – OPTION D

26402
 26403

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, serves as the facility medical/clinical director with total responsibility for the planning, staff administration, and evaluation of all medical care, habilitation and medical treatment regimens, programs and services of the facility; or directs the design, planning and development of a statewide medical program relating to the health and well-being of the citizens of the State.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides medical administrative, program planning and evaluation for an entire facility.
2. Recruits and selects qualified physicians, and supervises medical/clinical techniques and services; selects outside consultants and coordinates their activities, monitoring their performance, contracts and services rendered; oversees medical staff orientation and arranges for continuing medical or related program education of physicians.
3. Administers a statewide program of Maternal Health, Child Health and Family Planning including prenatal and preconception care, perinatal services, Maternal and Child Health evaluation studies, PKU and other Newborn Screening, Genetic Counseling, Lead Poisoning prevention, Sudden Infant Death Syndrome programs and the Parents Too Soon and Infant Mortality Reduction Initiatives.
4. Serves as the director of the statewide Diagnostic Cytotechnology, Newborn screening, Diagnostic Microbiology and Diagnostic Virology laboratories.
5. Provides major input as the ranking member of key facility committees such as Executive, Medical Audit and Review, Utilization Review, Facility Accreditation, Infection Control, Safety and Sanitation.
6. May serve as the staff specialist; in forensic medicine, representing the facility and medical staff in court proceedings.
7. May serve as chief of facility, central medical services, e.g., the Departments of Pharmacy, Radiology, Laboratory, Therapy and so forth.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

MEDICAL ADMINISTRATOR II (Continued)

DESIRABLE REQUIREMENTS:

Education and ExperienceOPTION C:

Requires an Illinois license to practice medicine and completion of an approved related medical specialty residency as established by an American Specialty Board appropriate to the employing agency's requirements.

OPTION D:

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in a position related medical specialty appropriate to the employing agency's requirements. Equivalence to American Board Certification is determined by the Director of Central Management Services with the advice of the employing agency's director.

Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

Knowledges, Skills and Abilities

Requires extensive knowledge of the various professional and nonprofessional health services disciplines and program support functions which must be coordinated in administering a comprehensive medical health program.

Requires extensive knowledge of professional concepts and practice in the field of medical specialty.

Requires ability to supervise and coordinate staff and the activities of other professional disciplines.

Requires ability to develop and maintain effective working relationships with various professional disciplines.

Requires ability to develop and maintain effective working relationships with various professional disciplines of the various community and government agencies, educational and research institutions.

CLASS TITLEPOSITION CODE

MEDICAL ADMINISTRATOR III

26404

DISTINGUISHING FEATURES OF WORK:

Under management direction, manages and coordinates a statewide program of medical/clinical services for treatment and care of either persons with mental health disorders or developmental disabilities; or plans, develops and administers a comprehensive statewide program related to the public health and well-being of the public body of the State.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As medical coordinator for either the agency's mental health or developmental disabilities programs, provides direction and consultative medical services, planning and evaluation of the various facilities rehabilitation or mental health-program.
2. Reviews, evaluates and develops relevant policies, practices and procedures for medical/clinical treatment in the areas of mental health or developmental disabilities.
3. Administers the professional activities of the Division of Communicable Disease, Food, Drugs and Dairies, Sanitation, Epidemiological Laboratories and Studies; or the Division of Health Facilities Surveillance and Standards, Enforcement of Long Term Care Services; or functions as Manager of the Division of Family Health administering the programs of Maternal Health, Child Health and Family Planning.
4. Coordinates the activities and legal and statutory mandates of the organization with other functions of the department and with other health care providers at local, state and federal levels.
5. Identifies, concentrates and marshals the resources of the state, public and private health care providers during health emergencies and natural disasters.
6. Develops and maintains professional relationships with various medical organizations, schools and local health care centers, organizations and various interest groups.
7. Develops liaison functions with local hospitals and schools having contractual relationships with the agency. Reviews professionalism and quality of medical care provided to recipients of the agency's programs.
8. Performs other duties as required or assigned which are reasonably with the scope of the duties enumerated above.

MEDICAL ADMINISTRATOR III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires an Illinois license to practice medicine and completion of an approved residency in a position related to the medical programs of the agency.

Requires three years of substantive medical experience in clinical/medical program direction, planning and evaluation.

Knowledges, Skills and Abilities

Requires extensive knowledge of the various professional and nonprofessional health services disciplines and program support functions.

Requires extensive knowledge of health service programs in state government and related federal and state laws and regulations.

Requires extensive knowledge of current professional concepts of the medical field of specialty.

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
MEDICAL ADMINISTRATOR IV	26405

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, serves as Chief of Medical Services for the Department of Human Services; directs and monitors medical treatment program policies and practices for implementation within the department's facilities; provides direction and consultation to facility medical directors relative to department approved medical practices and activities related to treating recipients of state operated facilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Formulates, develops or directs the development of medical policies related to the provision of services provided to department recipients within state operated facilities; directs implementation and provides review and monitoring services to assure that approved policies are uniformly applied.
2. Provides direction and consultation to facility medical directors relative to approved medical practices and activities related to treating recipients of state operated facilities.
3. Reviews credentials and recommends approval or rejection of applicants seeking employment as Medical Doctor within the Department of Human Services.
4. Directs the activities of medical coordinators for the department's mental health and developmental disabilities programs and other staff engaged in conducting complex medical practices analysis relative to medical issues, policies, practices and procedures which may affect department inpatient facilities.
5. May serve as a key member of the director's executive staff, serves as member or chairs various department committees, task force or work group as deemed necessary; when assigned, represents the director as the clinical director before state or local interest groups.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires an Illinois license to practice medicine and completion of an approved residency in the position related medical specialty of psychiatry, rehabilitation, medicine, or other specialty clinically appropriate to the psychiatric or habilitation setting.

Requires four years of substantive medical administrative experience in clinical program direction, planning and evaluation, preferably in a psychiatric or habilitation setting.

MEDICAL ADMINISTRATOR IV (Continued)

Knowledges, Skills and Abilities

Requires a thorough knowledge of the various professional and nonprofessional health services disciplines and program support functions which must be coordinated in administering a medical health, habilitation and treatment program for the mentally ill or developmentally disabled.

Requires an extensive knowledge of current professional technical concepts in the medical field of specialty.

Requires ability to elect, supervise and evaluate subordinate medical staff performance on technical procedures.

Requires ability to supervise and coordinate staff and activities of other disciplines to assure efficient and adequate clinical program services which congrue with administrative policy, agency rules and accreditative standards.

CLASS TITLEPOSITION CODE

MEDICAL ADMINISTRATOR V

26406

DISTINGUISHING FEATURES OF WORK:

Subject to administrative review of the Director of the Department of Human Services, serves as Chief of Staff of Medical, and Clinical Services whenever the Director of the Department of Human Services is not a Psychiatrist, developing, implementing, reviewing, monitoring and evaluating all medical and clinical policies, procedures and practices utilized or proposed for utilization in the department. Manages the central office functions of the Division of Clinical Services, directing and coordinating a staff of highly trained professionals involved in the development of policies, procedures, practices and standards. Serves in the capacity of the director with respect to medical and clinical decisions affecting clients and facility residents of the department. Represents the director and the department before the legislature and the general public in medical and clinical matters.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as Chief of Staff of Medical and Clinical Services for the director, developing, reviewing, monitoring and evaluating all medical and clinical policies, practices and procedures utilized or proposed for utilization by the department; serves in the capacity of director with respect to medical and clinical, decisions affecting clients and residents of the Department of Human Services whether they are housed in state or contracted facilities.
2. Formulates, develops and directs clinical and medical policy for the Department of Human Services; serves as the final authority within the department with respect to clinical and medical decisions affecting clients and residents of Department of Human Services facilities, consistent with the Illinois statute, when the director of the department is not a board certified Psychiatrist; serves as final appeal level, on all utilization review appeals brought to the director of the department when the director is not a Psychiatrist.
3. Formulates and develops all operational plans for the Division of Clinical Services; identifies and organizes the division's goals and objectives and established operational policies and rules related to the division.
4. Directs and supervises the activities of a variety of line managers and staff engaged in executing the policies, goals and objectives of the department; supervises the activities of staff and directs the activities of expert consultants engaged in special studies for the department related to clinical services issues and operations; ensures appropriate training and evaluates staff assigned to the division.

MEDICAL ADMINISTRATOR V (Continued)

5. Serves as key member of director's executive staff; serves as member of various departmental committees, task forces and work groups as deemed appropriate; represents the director and the department before state and national organizations, the legislature, and the general public; may represent the director in his absence.
6. Develops and maintains strong working relationships with the various training institutes, advocacy groups, universities and similar organizations with respect to providing the greatest utilization of resources necessary to assist the department in directing good clinical policy and establishing high clinical practice standards; provides leadership in promoting high quality clinical practice standards for the department.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires an Illinois license to practice medicine and completion of an approved residency in the position related medical specialty of psychiatry, rehabilitation medicine, or other specialty clinically appropriate to the psychiatric or habilitation setting.

Requires five years of progressively responsible psychiatric administrative experience in the planning, direction and coordination of medical/clinical treatment programs after completion of the required residency programs.

Knowledges, Skills and Abilities

Requires thorough knowledge of mental health administration and related state and federal laws and regulations.

Requires thorough knowledge of professional clinical treatment concepts and methods as applied to the mentally ill, or developmentally disabled.

Requires the ability to plan, develop, coordinate and monitor comprehensive mental health programs and services.

Requires the ability to develop and maintain effective working relationships with the medical community and various medical disciplines, community agencies and interest groups and governmental bodies, educational institutions and national organizations.