

NHAN HOA CLINIC

Title: Medical Director

Department: Medical Department

Location(s): Garden Grove, CA

DESCRIPTION:

Nhan Hoa Comprehensive Health Care Clinic continues to provide and improve services to benefit patients. We are currently seeking a full-time Medical Director to lead our team. The Director is responsible for planning, directing, implementing, coordinating and improving services.

RESPONSIBILITIES:

1. Determine the services necessary to meet the needs of the patients and ensure that services and consultation are regularly and conveniently available to meet these needs. Propose, research and manage the development, implementation and assessment of long and short term goals and objectives.
2. Continuously assess and improve the performance of care and services provided. Direct Quality Assessment and Improvement functions; design and implement programs which evaluate the efficacy of treatment.
3. Act as liaison between the clinic and other professional organizations.
4. Recommend a sufficient number of qualified and competent persons to provide care.
5. Manage the selection, development, motivation, appraisal and discipline of personnel. Ensure that job requirements and goals for each position are clear to employees.
6. Ensure that orientation and in-service training and continuing education are provided to department personnel.
7. Determine, ensure and document that Nhan Hoa Clinic's personnel have adequate, specific training and orientation and regularly demonstrate satisfactory levels of competence.
8. Assess, develop, implement and maintain appropriate departmental policies, procedures, job descriptions and philosophy as consistent with Nhan Hoa Clinic's policies and values.
9. Establish and administer medical policy as defined in the by-laws and regulations of the Clinic.
10. Ensure that the drug procurement, storage, and distributions are done according to the Clinic's standard policies and procedures. The Medical Director shall be the legal owner of all medications in the Clinic. This ownership shall be transferred to the new Director upon the termination of her/his term of office.
11. Perform other duties as assigned.

REQUIRED SKILLS:

Excellent verbal, written and interpersonal communication skills. Organizational ability sufficient to plan the personnel of Nhan Hoa Clinic. Possess expert knowledge and experience to assume medical, professional, scientific, organizational and educational responsibilities. Capable of developing, implementing, monitoring and acting on Quality Assessment and Improvement controls.

EDUCATION/WORK EXPERIENCE:

Board Certified Doctor of Medicine (M.D.) required or equivalent. Minimum 5 years management and clinical experience. Only bilingual (English/Vietnamese) applicants will be considered.

Please submit a letter of interest and resume to Thuy Nguyen at 714-539-9015 (fax) or thuynguyen@nhanhoa.org