

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
MEDICAL ADMINISTRATOR II – OPTION D	26403
MEDICAL ADMINISTRATOR III	26404
MEDICAL ADMINISTRATOR IV	26405

Effective: 9-1-18

SERIES DISCUSSION:

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

<u>CLASS TITLE</u>	<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 facility or directing the total medical component of a state facility; directs and manages the activities of an area of medical practice relating to the health and well-being of the general public; utilizes medical knowledge to participate in medical research and training; provides medical advice and consultation to staff; supervises lower level staff; may travel in the performance of duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as the medical/clinical program administrator by planning, directing, coordinating and evaluating the provisions of medical/ clinical rehabilitative or treatment services in an assigned program at a facility; develops and coordinates training and continuing education programs to address professional development needs of medical care staff; travels in the performance of duties.
2. Supervises and directs the various professional services within a facility with outside agencies to achieve maximum program and client benefit; develops, implements and manages the medical programs within a state facility.

MEDICAL ADMINISTRATOR I (continued)

3. Supervises all facility medical staff; ensures adequate medical staffing is maintained by determining staffing needs, approving time off and/or reassigning staff; assigns and reviews work and provides guidance and training; adjusts grievances; counsels staff on work performance; recommends and imposes discipline; signs performance evaluations.
4. Develops, directs and administers a program involving the 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; reviews and evaluates agency services and medical records and prepares summaries and develops reports to aid in the efficacy of clinical practices and other healthcare provider services to residents at state facilities.
5. Collaborates with other government agencies and medical organizations to develop response plans for emergencies and works with health agencies to enhance communications with all agencies and organizations involved in emergency response; conducts research and analysis into technology or medical advancements or changes to improve programs and services.
6. Provides advice and medical expertise to other medical staff in the planning, developing and managing of medical education and training programs, such as 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; addresses policy issues and changes and assists with the analysis of legislation and administrative rules; participates on medical committees and task forces.
7. Serves as a consultant to various agency health care staff and other professionals involved in identifying the health care needs and the development and improvement of the delivery of health care programs that affect a broad range of people; works with other divisions, agencies or health organizations in developing grant applications and objectives; attends or conducts meetings and conferences or attends hearings or onsite medical provider visits when required.
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 the completion of an approved residency, as established by an American Board of Medical Specialties, in a position that is related to the medical specialty appropriate to the employing agency's requirement.

Requires two years of medical practice experience in a field of medicine that is related to the agency's health program.

MEDICAL ADMINISTRATOR I (continued)

OPTION D:

Requires an Illinois license to practice medicine and an American Board of Medical Specialties certification or its equivalent, in a position that is related to the medical specialty appropriate to the employing agency's requirement. (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 medical practice experience in a field of medicine that is related to the agency's health program.

Knowledge, Skills and Abilities

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

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

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

Requires ability to develop and maintain effective working relationships with various professionals, government agencies, educational institutions and other organizations.

Requires ability to evaluate the quality of medical care and treatment administered in a state facility.

Requires ability to utilize various agency computer programs.

May require a valid appropriate driver's license and the ability to travel.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a language other than English at a colloquial skill level. Some positions may require candidates to possess specific communication skills, such as Braille, sign language or other forms of manual communication.

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
MEDICAL ADMINISTRATOR II – OPTION C	26402
MEDICAL ADMINISTRATOR II – OPTION D	26403

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, serves as the facility medical/clinical director by managing staff and planning and evaluating all habilitation and medical care and treatment programs and services of the facility; directs the planning and developing of a statewide medical program relating to the health and well-being of the public; directs the implementation of agency policies and procedures that address and define the laws and rules that govern a statewide medical program; serves as supervisor of facility staff; monitors, directs and coordinates the facility's support services and verifies residents access to medical services and timeliness of follow-up services; serves as subject matter expert to other staff regarding resident medical services; may travel in the performance of duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides medical administrative direction and program planning and evaluation for an entire facility; supervises facility staff; reviews and assigns work; provides guidance and training; counsels staff; recommends or imposes discipline; establishes goals and signs performance evaluations; approves time off and determines staffing needs.
2. Selects qualified physicians to perform specialized medical services for residents and supervises medical/clinical techniques and services; determines the need for and selects outside consultants and coordinates and monitors contractor work performance, contracts and services rendered; oversees staff orientations and arranges for continuing for staff as needed or required; travels in the performance of duties.
3. Administers a statewide medical program; verifies appropriate medical care is received by residents; orders procedures and prescribes medicines or other treatments; monitors patient progress, adjusts services and completes medical histories and reports.
4. Implements standards of care; verifies services are appropriate for a patient's stage of development and procedures are properly implemented and comply with all laws, regulations and agency policies.
5. Provides input into program and service development as a prominent member of various facility committees; participates in all planning initiatives and activities; serves as consultant to the medical director regarding agency services.
6. Serves as the staff specialist by representing the facility and medical staff in court proceedings or at various meetings regarding resident services; serves as liaison to other medical facilities, organizations or associations regarding agency services and compliance with all laws and regulations; conducts quality assurance reviews of medical services by reviewing pertinent records and reports; recommends plans to improve services; directs the analysis and review of physician consultants in agency facilities.
7. Serves as chief of a facility for central medical services, such as pharmacy, radiology, laboratory, therapy or other medical services; recommends the development and implementation of policies, procedures, care standards and medical objectives to improve agency systems and services.

MEDICAL ADMINISTRATOR II (continued)

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 the completion of an approved related medical specialty residency, as established by an American Board of Medical Specialties, that is appropriate to the employing agency's requirement.

Requires three years of substantive medical administrative experience in the directing, planning and evaluating a medical/clinical program.

OPTION D:

Requires an Illinois license to practice medicine and an American Board of Medical Specialties certification or its equivalent, in a position that is related to the medical specialty appropriate to the employing agency's requirement. (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 the directing, planning and evaluating a medical/clinical program.

Knowledge, Skills and Abilities

Requires extensive knowledge of the various professional and non-professional 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 medical staff and the work 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 professionals, government agencies, education and research institutions and other associations or organizations.

May require a valid appropriate driver's license and the ability to travel.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a language other than English at a colloquial skill level. Some positions may require candidates to possess specific communication skills, such as Braille, sign language or other forms of manual communication.

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
MEDICAL ADMINISTRATOR III	26404

DISTINGUISHING FEATURES OF WORK:

Under management direction, manages and coordinates a statewide medical/clinical services program for treatment and care of persons with mental health impairments or developmental disabilities by planning and evaluating the delivery of various agency services; plans, develops and administers a comprehensive statewide program related to the health and well-being of the public; verifies agency medical procedures and services comply with applicable laws, regulations and agency policies; provides clinical reviews of agency medical services to management staff; may travel in the performance of duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as supervisor to program staff; assigns and reviews work; provides guidance and training; approves time off and reassigns staff; establishes goals, counsels staff and prepares performance evaluations; adjusts grievances; recommends and imposes discipline; determines staffing needs.
2. Verifies medical service procedures are implemented in compliance with all laws, regulations and agency policies and procedures; reviews, evaluates and develops relevant policies, practices and procedures for medical/clinical treatment in the areas of mental health or developmental disabilities.
3. Manages and administers the medical programs and professional activities and services of the agency; provides staff with direction and consultative medical services by planning and evaluating the agency's rehabilitation or mental health programs; travels in the performance of duties.
4. Coordinates the services and statutory mandates of the agency and with other health care providers at local, state and federal levels; collaborates with other agencies and boards to review care and mortality reports to determine if all laws, regulations and agency policies were followed; conducts program evaluation reviews and prepares reports on agency programs and services.
5. Identifies and monitors the resources of health care providers during health emergencies and natural disasters; collaborates with other government agencies and medical organizations to develop and implement emergency response programs.
6. Develops and maintains professional relationships with various medical organizations, schools and local health care centers, organizations and various interest groups; serves as liaison with other medical providers regarding agency services and represents the agency as a member of various committees.
7. Reviews quality of medical care provided to recipients of the agency's programs; collaborates with other staff to develop a system of quality measurements and intervention procedures to monitor medical services issued and reviews of those services.

MEDICAL ADMINISTRATOR III (continued)

8. 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 the completion of an approved residency in a position that is related to the medical programs of the agency.

Requires three years of substantive medical experience in directing, planning and evaluating a medical/clinical program.

Knowledge, Skills and Abilities

Requires extensive knowledge of the various professional and non-professional 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.

Requires ability to develop and maintain effective working relationships with various medical professionals, community agencies, interest groups, government entities, educational institutions and other organizations.

May require a valid appropriate driver's license and the ability to travel.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a language other than English at a colloquial skill level. Some positions may require candidates to possess specific communication skills, such as Braille, sign language or other forms of manual communication.

CLASS TITLE
MEDICAL ADMINISTRATOR IV

POSITION CODE
26405

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, serves as chief of medical or clinical services for the agency; directs and monitors a medical treatment program's policies and practices for implementation within the agency's facilities; provides direction and consultation to facility medical directors regarding approved medical practices and activities that relate to treating recipients at state operated facilities; evaluates clinical service programs for the agency and verifies compliance with agency policies and procedures; develops, implements and evaluates a program of corrective measures to remain in compliance with all laws, rules and regulations; provides medical expertise to staff regarding medical practices and procedures; may travel in the performance of duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops or directs the development of medical policies and procedures related to the provision of services provided to recipients at state operated facilities; directs the implementation of medical services and reviews and monitors the quality of care and services administered to recipients to determine if approved policies and practices are applied.
2. Provides direction and consultation to facility medical directors relating to approved medical practices and procedures utilized in treating recipients at state operated facilities, in evaluating special cases and in implementing medical programs at state operated facilities; travels in the performance of duties.
3. Serves as supervisor of medical staff at a state facility; assigns and reviews work; provides guidance and training; approves time off and reassigns staff to meet operating needs; counsels staff regarding work performance; recommends and imposes discipline; establishes objectives and prepares performance evaluations; determines staffing requirements.
4. Directs the activities of medical coordinators and other staff, for the agency's mental health and developmental disabilities programs, engaged in conducting complex medical practice analyses relating to medical issues, policies, practices and procedures that affects the agency's facilities.
5. Serves as a member of the executive staff and/or as a member or chair of various committees, task forces or work groups represents the agency as the clinical director with interest groups regarding the agency's medical services; coordinates meetings to develop and implement clinical practices and standards.
6. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

MEDICAL ADMINISTRATOR IV (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

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

Knowledge, Skills and Abilities

Requires a thorough knowledge of the various professional and non-professional health services disciplines and program support functions that are coordinated in administering a medical health, habilitation and treatment program persons with mental illnesses or developmental disabilities.

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

Requires ability to supervise medical staff and evaluate work performance on technical procedures.

Requires ability to coordinate staff and the work activities of other medical disciplines to ensure efficient and adequate clinical program services are administered to recipients and are consistent with administrative policy, agency rules and accreditive standards.

Requires ability to develop and maintain effective working relationships with various professionals, community agencies, interest groups, government entities, educational institutions and other organizations.

May require a valid appropriate driver's license and the ability to travel.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a language other than English at a colloquial skill level. Some positions may require candidates to possess specific communication skills, such as Braille, sign language or other forms of manual communication.