

# BEST MEDICAL DIRECTOR RESPONSIBILITIES PRACTICES

# 1

Function as the supervising physician for the nurse practitioner/physician assistant and on an as needed basis review all cases seen as part of the occupational health program (OHP), including:

a. Injury Care—Take the history of the injury/medical problem(s) or the findings, diagnoses, treatment plan, any limitations or restrictions, discharge, and follow-up. Open cases will be tagged and followed.

b. Exams and Screenings—Administer appropriate testing to meet the individual company needs for functional tasks of the candidate, OSHA guidelines, and the drug-free workplace criteria of the company.

# 2

Provide input into the development of medical and operational protocols to be utilized by the occupational health staff and submit protocols, as requested, through appropriate medical staff process for approval.

# 3

Monitor referrals for appropriateness concerning both job-related and non-job related injuries and illnesses identified as a result of the OHP to physicians on the medical staff of the hospital who are participating in the occupational health service referral panels.

# 4

Assume responsibility for the medical direction of physicians conducting examinations, disability evaluations, return-to-work exams, etc. for the occupational health service and monitor the progress of employees referred to physicians. Hold referring physicians accountable for adhering to occupational health protocol and for their evaluation/treatment plans and ultimate outcomes.

# 5

Assist in the recruitment of physicians interested in participating in and promoting the OHP.

# 6

If part of the OHP program is to support the employee health service, then participate in case review of all hospital employees out of work as a result of a work related injury.

# 7

Assume a leadership role in preventive medicine and support the encouragement of employees to seek care from their personal physicians for non-job related medical problems to facilitate a healthy lifestyle.

# 8

Supervise staff providers regarding the use of the following guidelines as competency standards:

- a. Provider performance criteria for physical exams for client company employees
- b. Each provider shall provide and document:
  - Review patients medical history.
    - Perform history and physical exams on each client requiring a MD exam.
    - Review abnormal findings and make recommendations regarding the same.
    - Act as a resource for patient questions and concerns.
    - Act as a medical consultant/ advisor regarding the medical status of the clients presenting for physical examinations for the staff.
  - Provide work restrictions for those clients examined for return to work.
  - Provide medical evaluations for initial injury evaluations for employees as requested.
  - Complete the initial report of injury for all client companies requesting this for their employees seen.
    - Identify causality for all injuries treated.
  - Coordinate evaluations for temporary and permanent disability when requested.
  - Direct referrals for job-related injuries and illnesses identified as a result of the OHP to physicians on the medical staff of the hospital who are participating in the Occupational Health Service referral panels.

# 9

Provide regular contact with key company representatives and make presentations to company executives in coordination with occupational health staff.

# 10

Provide medical direction and consultation to the occupational health staff. Provide educational programs in support of wellness and preventive health measures.

# 11

Meet regularly (minimum weekly) with the occupational health staff.

# 12

Review and approve clinical outcome parameters for the injury management and return to work program.

# 13

Maintain open communication between occupational health staff, administration, and the medical staff. Provide an annual physician education program on occupational health including the OHP.

# 14

Advise occupational health staff on the content of physical exams and health screening programs appropriate to the industry setting. Assist in design of medical surveillance programs based on MSDS sheets and other company protocols. Assist in the design of company health programs and strategies for promotion of wellness of employees. ◀

## ADDITIONAL RESOURCES AVAILABLE

Job Descriptions Manual, Staffing Configurations, Relationships, and Responsibilities Manual (including Sample Productivity Standards)

Email [info@NAOHP.com](mailto:info@NAOHP.com) to order these resources!