



Rancho Los Amigos National Rehabilitation Center

OUTPATIENT SERVICES

POLICY AND PROCEDURE

SUBJECT: Medical Director Duties and Responsibilities

Policy No.: 02.02.02

Revision Date: 02/2022

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- I. Purpose: To describe the duties and responsibilities of the Medical Director.
- II. Policy Statement:
 - a. The Outpatient Services Medical Director is a member of the Medical Staff with organizational, management, and clinical experience in outpatient services. The Medical Director coordinates and develops outpatient clinic programs for the department. This individual reports to the Chief Medical Officer (CMO).
 - b. Two Medical Directors serve Outpatient Services: the Chief of Primary Care and the Chief of Specialty Services
- III. Responsibilities:
 - a. Provides medical direction for Outpatient Services, defines the standards of health care delivery, and determines provider resource allocation available to the clinics.
 - b. Collaborates with the Outpatient Administrator and Assistant Nursing Director – Administration to:
 - i. Implement and coordinate services provided by the clinics, including direct patient care, ancillary and support services,
 - ii. Ensure daily operations are effective, patient-centered, and resource-efficient,
 - iii. Develop policies, procedures, and best practices.
 - iv. Support DHS, hospital, and departmental strategic goals and plans.
 - c. Work collaboratively with stakeholders to establish operational practices and address issues.
 - d. Ensure that the quality, safety, and appropriateness of clinic services are evaluated by actively participating and implementing recommendations of Executive Council and regulatory oversight committees.
- IV. Authority: The Medical Director has the authority, in conjunction with the Outpatient Administrator and Assistant Nursing Director - Administration to manage and oversee all aspects of clinic operations. This includes the authority to allocate and deploy resources as necessary to institute and effect policy as defined by the Chief Medical Officer on behalf of Executive Council or the Chief Executive Officer

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