



670 SE Midway Blvd. | PO Box 1675, Oak Harbor, WA 98277  
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## **MEDICAL ADMINISTRATIVE DIRECTOR**

### **QUALIFICATIONS:**

1. A mature faith in Jesus Christ as Lord and Savior, can appropriately share the Gospel with those they meet, and can disciple those they supervise.
2. Expresses full agreement with Whidbey Island Women's Clinic's (WIWC) Statement of Principle, Mission Statement, Statement of Faith, and Code of Christian Conduct.
3. Complies with the approved policies and procedures of WIWC.
4. Must hold a Washington (WA) State medical license or have experience in healthcare administration.
5. Maintains active CPR certification (may be accomplished after hire).
6. Dependable, stable, and capable of following through on commitments.
7. A sincere desire to reach at-risk patients considering abortion.
8. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (When a situation arises where a woman's life is at risk, the Clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
9. Respects confidentiality and privacy per Health Insurance Portability & Accountability Act (HIPAA).
10. Skilled with current technology and able to learn new skills quickly.
11. Exhibits strong interpersonal, spiritual, and administrative skills, takes initiative and is flexible.
12. Must be able to climb stairs and lift 35 pounds.
13. Completes Whidbey Island Women's Clinic's onboarding and on-the-job training within the first 90 days of employment.

### **RESPONSIBILITIES:**

The Medical Administrative Director leads and supervises the clinical day-to-day operations and manages the overall organizational accreditation. The Medical Administrative Director ensures that care is conducted in accordance with established standards of care and WIWC's policies and procedures. The Medical Administrative Director works with the Medical Director to maintain and enforce clinical policies and procedures, monitor compliance and conduct quality improvement programs, and act as the direct supervisor for all Health Care Professionals. The Medical Administrative Director plays an integral role in the education and training of paid and volunteer staff. The Medical Administrative Director works in conjunction with Health Care Professionals and patient advocates to ensure that patients are receiving the best medical, nursing, psychosocial, and spiritual care possible.

**REPORTS TO:** Executive Director for operations and Medical Director for medical services.

**SUPERVISES:** Health Care Professionals.

**TIME COMMITMENT:** As per hiring agreement.

## **MANAGEMENT:**

1. Responsible for all medical aspects of WIWC to operate according to current Standards of Patient Care to achieve optimum patient outcomes under the direction of the Medical Director and supervised by the Executive Director.
2. Manages and oversees Accreditation Association for Ambulatory Health Care (AAAHC) compliance and conducts regular surveys of Clinic operations.
3. Maintains a working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies, and equipment.
4. Responsible for medical equipment and supplies.
5. Oversees medical services offered.
6. Designs workflow and procedures to support medical services.
7. Manages Electronic Medical Record (EMR) in partnership with Client Services Director.
8. Acts as Infection Control Officer.
9. Oversees and manages Quality Improvement (QI) Committee, QI Study, and benchmarking.
10. Completes mandated reporting per WA State laws and regulations.
11. Organizes, directs, supervises, and evaluates professional and volunteer Health Care Professionals.
12. Exhibits professional, effective, and clear communication with patients, staff, and volunteers.
13. Works within approved budget. Develops and implements cost-saving measures. Contributes to profits and revenue. Conserves organizational resources.
14. Meets regularly with the Executive Director.
15. Attends monthly staff meetings.
16. Participates in Washington State Accreditation Coalition (WSAC) medical meetings and retreats.
17. Additional responsibilities may be added by the Executive Director.

## **NURSING CARE:**

1. Provides nursing care: assesses patient needs and makes nursing judgments that reflect safe nursing practices.
2. Performs pregnancy testing and services that are within their scope of practice to the patients of WIWC.
3. Reinforces the humanity of the unborn child with the patient.
4. Provides education according to WIWC policies and procedures, for patient to develop an understanding of their health condition, including physical, emotional, and spiritual health.
5. Maintains accurate records, care-plans, and follow-through on physician's orders.
6. Assures accurate implementation of physician's orders and advises physician of patient's progress and changes in condition.
7. Completes necessary form, including Pregnancy Verification Letter.
8. Oversees patient follow-up.
9. Oversees the performance of pregnancy tests.

## **STAFF DEVELOPMENT:**

1. Helps recruit qualified Health Care Professionals to meet the needs of the Clinic.
2. Oversees training and orientation of the WIWC Health Care Professionals, including spiritual well-being.
3. Participates in establishing and conducting quarterly in-service meetings.
4. Provides written materials to train staff and volunteers on various topics.
5. Conducts medical team conferences and discussions in evaluating the Clinic services, policies, procedures, and protocols.

**PROFESSIONAL DEVELOPMENT:**

1. Increases knowledge of management, obstetrical and gynecological care, and women's health issues.

**PUBLIC RELATIONS:**

1. Attends all WIWC fundraising events outside regular business hours as a representative of the Clinic.
2. Participates in WIWC community events.