Medical Director

Student Health & Wellbeing Services

Job #22-57

First Review Date: Friday, June 3, 2022

Open Until Filled

(Job #22-57) Physician - Primary Care, Medical Director, $12,515-21,255 monthly. This is a full-time, CalPERS benefitted, exempt, 12-month pay plan, permanent position with an 18-month probationary period. Salary is commensurate with qualifications and experience. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Now is an exciting time to join Student Health & Wellbeing Services as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state’s third polytechnic institution and the first in Northern California. Backed by a historic state investment, we’re adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

The purpose of Student Health and Wellbeing Services (SHWS) at Humboldt is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional outreach, referrals, educational services and campus consultations. Student Health & Counseling staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees understand, support, and comply with the mission, goals, policies, and procedures of SHWS, and accept the concept of a team and the multidisciplinary approach to providing quality health care. The SHWS team works closely together to serve their mission, while also valuing a warm, fun, and collegial environment with frequent laughter, occasional staff potlucks, and a group of talented people serving a meaningful mission together make SHWS a great place to work, full of exceptionally dedicated staff who are excited to welcome new staff members to our team.
Position Summary: Under the general administrative direction of the Executive Director of Health and Wellbeing, the Medical Director will provide leadership and oversight in regard to medical operations at SHWS, including the delivery of medical care by other healthcare professionals and practitioners; providing supervision, and serving as a resource, to physicians, nurse practitioners and physician assistants; serving as Radiology Supervisor and Clinical Laboratory Co-Director; and providing leadership on campus related to issues of public health. Relatedly, this position will serve as our direct liaison with our local Public Health Department. The position will participate on the SHWS leadership team, actively helping to create an overall vision for the department and participating in related short- and long-term planning to reach our goals. The medical director will ensure that clinic operations and staff adhere to CSU, State, and Federal regulations and laws, consulting with internal and external subject matter experts to remain knowledgeable and responsive to regulatory changes that may impact student health services policy, protocols, or operational risks; assist clinic and university with planning emergency preparation and response for major public health events, such as infectious disease outbreaks; collaborate with the clinical teams, key stakeholders, and University leadership to evaluate and develop policies around student health and wellness needs, including immunization, and patient operational protocols. The medical director must work collegially and collaboratively with our multidisciplinary team, including support staff, and will serve as a resource to staff. In addition, the position will provide direct clinical services as part of their regular time base which may fluctuate to some degree depending on administrative demands (e.g., 40-60% direct patient care). As a highly skilled physician within the Student Health Clinic, the position is expected to work independently with the support of a team, performing a variety of duties associated with acute ambulatory care for students. Clinical duties include: physical examinations and histories; diagnosing and treating illness and injury, including non-complex mental health conditions; ordering laboratory and other standard diagnostic tests and procedures; counseling patients regarding medical problems and medication use; treating medical and minor surgical conditions based on skill and experience; recommending appropriate follow-up including consultation and referral; precepting and supervising nurse practitioners and physician assistants; participating in peer review; chart review and Quality Assurance activities; attending medical staff meetings; case reviews and in-house clinical training sessions; and serving on Student Health & Counseling committees. The incumbent must maintain an unencumbered license to practice in the state of California.

Student Health staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees understand, support, and comply with the mission, goals, policies, and procedures of Student Health & Counseling; and accept the concept of a team and the multidisciplinary approach to providing quality health care.

Minimum Qualifications:
Education and Experience: Graduation from a medical school recognized by the Medical Board of California and completion of a residency training program in a primary care field such as family medicine, general internal medicine, emergency medicine, or preventive medicine accredited by the Accreditation Council for Graduate Medical Education (ACGME) or equivalent.

The ability to work occasional irregular hours as needed to complete projects or cases is a condition of employment.

License and Certification Requirements:
Physicians in this classification must possess and maintain:

- A valid State of California license to practice medicine
- Current American Board of Specialties (ABMS) certification
- A valid Drug Enforcement Agency (DEA) certificate and number
● Current cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification as appropriate for the assigned duties
● Successful candidate will be required to complete a background check

Knowledge, Skills, and Abilities:
● Ability to work independently and with self-initiative in providing clear leadership to our medical team, including an ability to problem-solve and troubleshoot issues
● Knowledge and skill set to serve as a resource for consultation on complex or difficult patient cases, and ability to serve as a mentor and resource more generally to all Health and Counseling personnel
● Knowledge and understanding of current recognized standards of care within the scope of licensure
● Thorough knowledge of community resources in medical treatment and public health practices
● Thorough knowledge of local, state, and national laws and regulations pertaining to the medical field and specialty
● Thorough knowledge of applicable professional ethics and standards
● Demonstrated ability to practice medicine, perform minor surgery, perform pelvic exams and other procedures relevant to the student population and Student Health Center scope of practice
● Experience diagnosing and treating uncomplicated mental health problems
● Working knowledge of PC-based computer programs and ability to learn and use new electronic medical records management processes
● Ability to establish and maintain effective working relationships with a variety of medical practitioners and specialists, as well as students, administrators, and faculty from diverse backgrounds
● Ability to multi-task including rapidly switching from a task to handle emergent situations and returning to previous work
● Excellent communication and interpersonal skills
● Understanding of and sensitivity to the professional identity, interests and skills of other team members, including nurses, nurse practitioners and other physician assistants, health educators, mental health clinicians, support staff, and administration.
● Commitment to fostering equity-based practices and providing high quality and compassionate care to our diverse clientele, including non-binary and trans students, students from various racial/ethnic backgrounds/sexual orientations, etc.

Preferred Qualifications:
● Minimum of three years of experience as a physician in direct patient care
● Managerial, administrative, and/or supervisory experience in a clinical setting
● Knowledge of public health practices and procedures, and ability to provide guidance to campus in matters of public health
● Minimum of one year of medical administration/leadership responsibility
● Familiarity with accreditation processes, particularly through the Accreditation Association for Ambulatory Health Care
● Certification as a radiology supervisor (or willingness and ability to become certified)
● Excellent prioritization and organizational skills and ability to multi-task
● Recent experience in high-volume clinical practice situations, such as urgent care or emergency care, in addition to Family Medicine skills
● Experience in a leadership role involving providing guidance to others
● Experience diagnosing and treating common injuries and illnesses in young adults, including x-ray interpretation, uncomplicated orthopedic problems, as well as sexually-transmitted infection screening and treatment
● An appreciation for, and knowledge of, issues around sexuality in young adults, including safe sex practices, contraception, medication-based abortions, sexual identity issues and alternative lifestyles (e.g., lesbian/gay/transgender/bisexuality)
● Computer literacy with experience in electronic medical records (EMR)
● Two years of clinic experience with treatment of depression and anxiety
● Experience diagnosing and managing bipolar disorder and alcohol and opiate withdrawal
● Bilingual English-Spanish, at least in regard to medical vocabulary

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

● Letter of Interest
● Resume or Curriculum Vitae
● Contact information for at least three professional references
● Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/105618

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Wednesday, April 27, 2022. Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
Working in the state of California is a condition of employment for this position. Even if part or all of an employee’s assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: https://clery.humboldt.edu/content/annual-security-reports.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent off of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.” In reference to the full disclosure letter, please refer to HR 2010-08.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Cal Poly Humboldt’s Flickr page.