Director, Student Health Center

Job Code 00001143

General Description
Responsible for managing facilities, human resources, and services for a student health center which provides clinical, laboratory, radiology, and pharmacy services, and health education/promotion.

Examples of Duties
- Develop and administer an annual budget.
- Interview, hire, train, discipline, schedule, and supervise employees.
- Ensure compliance with all applicable medical, clinical, laboratory, radiology, pharmacy, and personnel laws, as well as university policies and procedures.
- Assess services and monitor effects of any changes implemented.
- Respond to complaints regarding staff or services.
- Respond to media inquiries by providing newspaper, radio and television interviews.
- Develop and implement long range strategic plan for Student Health Center.
- Prepare an annual report on major accomplishments and activities of the Student Health Center.
- Provide consultation services to other departments on medical matters.
- Edit correspondence and articles for publication prepared by others.
- Write articles concerning health issues.
- Ensure compliance with OSHA regulations.
- Represent Student Health Center at Student Affairs Council.
- Review requests from Residence Life concerning contract exemptions based on medical need.
- Diagnose and manage medical problems in patients.
- Monitor laboratory operations in official role as the laboratory director as required by CLIA.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of:
- medical disease processes and their treatment; medical, laboratory, radiology, pharmacy, and personnel laws; State and federal regulations; Medical Practice Act; Blood borne pathogens standards; basic accounting principles.

Skill in:
- effectively communicating with staff, patients, and administrators; mediating disputes and handling disgruntled staff/patients, basic office computer use.

Ability to:
- read complex and technical materials; write medical notes, planning and budget reports, health articles, policies, and medical correspondence; perform intermediate math and measure accurately; make presentations, before small and large audiences; interpret lab, x-rays, and EKGs;
deal with disgruntled patients, parents and employees; effectively respond to media inquiries; manage human and financial resources; prioritize workloads; supervise staff.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Texas Medical License, DEA permit, DPS License to dispense controlled substances, Basic Cardiac Life Support Certification.