

JOB DESCRIPTION

TITLE: Director, Student Health Services

JOB SUMMARY:

- Responsible for the administration of the University of Louisiana at Lafayette's Student Health Services.
- Responsible for oversight of the efficient operation of the clinic's business office and financial affairs in collaboration with the Chief Administrative Officer.
- Performs professional services in the practice of medicine at UL Lafayette Student Health Services, providing care in an efficient manner in accordance with generally accepted principles of medical ethics, with standards of care as outlined in the department's Medical Guidelines and protocols and within the boundaries of the law of the State of Louisiana.
- Responsible for the development of medical protocols, assuring medical staff compliance with training and licensing requirements, and providing quality health education for the campus community.

ORGANIZATIONAL RELATIONSHIPS:

- *Reports to:* Dean of Student Affairs
- *Supervises:* Student Health Services Chief Administrative Officer, Nursing Supervisor, Staff Physician(s), Nurse Practitioners

PRIMARY DUTIES - *May include, but are not limited to the following:*

- Establishes and updates administrative policies, procedures, and controls to assure provision of high-quality, ambulatory health care services to members of the campus community who qualify for care at Student Health Services.
- Oversees/assists the Chief Administrative Officer in his/her preparation of the departmental budget, insurance and contractor bids, SACS planning, goals, and results documentation, payroll, departmental personnel issues, OSHA and HIPPA issues, and other tasks as required.
- Develops clinical protocols and performs surveillance of the quality of clinical services provided by Student Health Services.
- Performs physical exams and identifies health care needs of patients. Prescribes medications for the treatment of patients. Determines the need for and orders laboratory, radiographic, or other studies to establish or support a diagnosis. Performs reviews of laboratory results and other medical studies.
- Performs minor surgical procedures and suturing.
- Counsels patients on preventive medicine regimens. Treats and monitors treatment progress of patients with stable chronic medical conditions. Assumes the responsibility for appropriate and ethical referral of students from Student Health Services to area providers and local hospitals.
- Consults on patient care at the request of the clinic nurse practitioners. Approves prescriptions recommended by qualified nurse practitioners.
- Completes legible progress notes in the medical record, insuring documentation of existing medical conditions and treatments prescribed.
- Prepares medical correspondence and reports as needed.
- Advises, on request, parents and University personnel about student health problems within the confines of medical confidentiality.

- Provides direct supervision and training to the nursing staff.
- Functions as a health team leader in emergency situations. Is designated University Essential Personnel, and may be expected to report to work at times other than usual operating hours during campus emergencies in order to ensure the health and safety of students and staff who are sheltering on campus.
- Provides outreach to the University community to promote health education. Interacts with academic departments and University staff members as a consultant in regard to health/medical issues or concerns. Participates in providing educational programming for University students on health issues.
- Participates in bimonthly Student Affairs Department Head meetings. Chairs weekly Student Health Services staff and clinician's meetings. Acts as liaison between University administration and the staff of Student Health Services.
- Maintains active professional membership, licensure and certifications, as well as an active schedule of continuing education as appropriate.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under his/her charge. The performance evaluation is conducted through the Louisiana State performance evaluation system and in accordance with University Policies & Procedures.
- Performs other duties as requested.

EDUCATION

- Graduation from an accredited medical school.
- Medical licensing in the state of Louisiana.
- Board Certification or board eligible in Family Practice, Emergency Medicine, Internal Medicine, Obstetrics/Gynecology, or Pediatrics is preferred.
- Current prescriptive licenses.

EXPERIENCE

- Minimum of five years of administrative experience in a clinical setting, to include collaborative experience with nurse practitioner(s).
- College health experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to understand budgetary and fiscal planning techniques within financial constraints, to aid in collaboration with Chief Administrative Officer.
- Ability to organize work effectively and efficiently, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment.

- Ability to respond to emergency situations in a timely manner.

JOB DESCRIPTION

TITLE: Staff Physician, Student Health Services

JOB SUMMARY:

- Performs professional services in the practice of medicine at UL Lafayette Student Health Services, providing care in an efficient manner in accordance with generally accepted principles of medical ethics, with standards of care as outlined in the department's Medical Guidelines and protocols and within the boundaries of the law of the State of Louisiana.
- Responsible for assisting the director with the development of medical protocols, assuring medical staff compliance with training and licensing requirements, and providing quality health education for the campus community.

ORGANIZATIONAL RELATIONSHIPS:

- *Reports to:* Director of Student Health Services
- *Collaborates with:* Nurse practitioners, Nursing Supervisor, Chief Administrative Officer

PRIMARY DUTIES – May include, but are not limited to the following:

- Performs physical exams and identifies health care needs of patients. Prescribes medications for the treatment of patients. Determines the need for and orders laboratory, radiographic, or other studies to establish or support a diagnosis. Performs reviews of laboratory results and other medical studies.
- Performs minor surgical procedures and suturing.
- Counsels patients on preventive medicine regimens. Treats and monitors treatment progress of patients with stable chronic medical conditions. Assumes the responsibility for appropriate and ethical referral of students from Student Health Services to area providers and local hospitals.
- Consults on patient care at the request of the clinic nurse practitioners. Approves prescriptions recommended by qualified nurse practitioners.
- Completes legible progress notes in the medical record, insuring documentation of existing medical conditions and treatments prescribed.
- Prepares medical correspondence and reports as needed.
- Advises, on request, parents and University personnel about student health problems within the confines of medical confidentiality.
- Works closely with the Director so that overlapping of responsibilities can be settled in consultation between the two.
- In consultation with the Director, recommends policies and practices for Student Health Services in all areas of direct patient care. Advises and assists Director with updates of standing orders, medical guidelines, nurse practitioner protocols, and information handouts on a yearly basis.
- Assists Director with the surveillance of the quality of clinical services provided by Student Health Services.
- Advises the Director and/or the Dean of Students in the event of patient misunderstandings, complaints, or possible litigation.
- Attends regular staff and clinicians' meetings.
- Maintains active professional membership, licensure and certifications, as well as an active schedule of continuing education as appropriate.

- Functions as a health team leader in emergency situations. Is designated University Essential Personnel, and may be expected to report to work at times other than usual operating hours during campus emergencies in order to ensure the health and safety of students and staff who are sheltering on campus.
- Provides outreach to the University community to promote health education. Interacts with academic departments and University staff members as a consultant in regard to health/medical issues or concerns. Participates in providing educational programming for University students on health issues.
- Performs other duties as requested.

EDUCATION:

- Graduation from an accredited medical school.
- Medical licensing in the state of Louisiana.
- Board Certification or board eligible in Family Practice, Emergency Medicine, Internal Medicine, Obstetrics/Gynecology, or Pediatrics is preferred.
- Current prescriptive licenses.

EXPERIENCE:

- Completion of a residency program.
- At least two years of post-residency clinical experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES – *The following are essential:*

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to organize work effectively and efficiently, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment.
- Ability to respond to emergency situations in a timely manner.



Staff Vacancy

UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Position: Student Health Services Chief Administrative Officer

Unclassified: EEO No. SA 7-13

Qualifications Required: A baccalaureate degree in Business Administration, Health Care Administration, or a related field plus two years experience in Health Care Administration or Office Management. Six years of full-time work experience in Health Care Management may be substituted for the required baccalaureate degree. This position also requires the ability to write and communicate clearly and concisely, experience with office accounting and budgeting, and proficiency in Word, Excel, and Power Point.

Qualifications Preferred: Experience as a civil service supervisor or in the college health setting. Experience with health care information systems and/or with the health care accreditation process. A Master's degree in Business Administration or a health related field.

General Description: The Chief Administrative Officer is responsible for the business and financial operations of Student Health Services (SHS) under the authority of the Medical Director. The person holding this position provides direction and administrative leadership for billing and front office personnel and manages daily business and administrative operations of the clinic, to include staffing, program assessment, quality assurance, short and long-term strategic planning, development of operating procedures and policies, budgeting, and other duties as required. SHS is part of the Student Affairs administrative unit.

Primary Responsibilities:

- Manages: daily office operations for the clinic (including staffing, scheduling of personnel, biweekly payroll, and general workflow); clinic budget (by overseeing accounts payable/accounts receivable and payroll to stay within University approved budgets); communications and marketing for SHS (website, live presentations at university events, etc.)
- Oversees: compliance with regulatory requirements and guidelines necessary for clinic operations (CLIA license, Board of Pharmacy license and yearly onsite review); OSHA compliance for health care facilities; privacy and confidentiality policies and procedures for staff; staff licensure renewal requirements
- Monitors quality of health care provided and oversees chart review and quality assurance under direction of the Medical Director
- Completes annual Southern Association of Colleges and Schools (SACS) Departmental Assessment
- Keeps abreast of student insurance issues including Affordable Care Act (ACA) guidelines, monitors loss ratio for each student insurance program, and on bid years reviews and adjusts benefits as needed for each program
- Responsible for short and long-term strategic planning, accreditation process, administrative goals, and objectives for SHS in collaboration with the Medical Director. Develops a comprehensive business plan for SHS and provides fiscal direction for the department through financial analysis and reporting, cost and revenue analysis.

Salary is commensurate with qualifications, experience and proven ability. Applications will be accepted until the position is filled. For initial consideration, applications should be received by March 14, 2014 and should include a cover letter, a comprehensive resume, and three letters of recommendation.

Applications should be mailed to: Student Health Services, P.O. Box 43692, Lafayette, LA 70504 or emailed to: shs@louisiana.edu. Further information about the University is available on the University's web page at <http://www.louisiana.edu>.

Position Title: Health and Wellness Coordinator

Department: 86001|Health Clinic

Responsibilities:

The Health and Wellness Promotion Division serves as the coordinator for the primary prevention efforts of Student Health Services at the University of Louisiana at Lafayette, and is a resource to promote health within the campus community. The mission of the Health and Wellness Promotion Division at Student Health Services is to enhance, encourage and support a healthy lifestyle for all members of the UL Lafayette community through a wide range of program services and resources in support of the overall mission of the University.

General Job Description:

The Health and Wellness Coordinator is responsible for managing and coordinating various activities necessary to maintain an efficient health and wellness program at the University of Louisiana at Lafayette, primarily the Immunization Compliance Program.

The ideal candidate for this position is an experienced License Practical Nurse with the knowledge to instruct and guide individuals on various health topics including immunizations. The candidate should be skilled in both written and verbal communication and have the ability to multi-task and pay attention to detail.

Job Tasks and Responsibilities:

Essential Job Duties:

- Immunization Compliance Program:
 - Coordinates and directs the daily operation of the University Immunization Compliance Program including:
 - Evaluating immunization documents of students entering the University.
 - Communicating to student (written, verbal) on immunization compliance status.
 - Maintains Immunization Compliance Manager portion in the Medcat (EHR) including student alerts and communications.
 - Maintains and updates Health and Wellness portion of the Student Health Services website.
 - Develops, evaluates, and revises immunization related material.
 - Enforces and maintains strict compliance with all UL Lafayette immunization and requirements.
 - Provides necessary notifications and reports to applicable state agencies, and coordinates with DHH as necessary.
 - Administers various vaccine and PPDs to patients.
 - Educates patients on diseases and treatment options as applicable.
 - Maintains immunization records i.e. by inputting data, scanning documents etc.
 - Handles immunization requests and processes as necessary.
 - Inputs immunizations into LINKS as needed.

- Works closely with Admissions and other departments to process immunizations in a timely manner.
 - Stays up to date on immunization requirements and changes.
 - Administers various immunizations as needed.
 - Participate in all student orientations.
 - Orders supplies as needed and maintains budget for the area.
 - Supervises student workers, grad assistants, interns etc. as needed.
 - Develops and maintains immunization policies and procedures in coordination with the director of SHS.
 - Runs reports in Banner/ Medcat and reports numbers to supervisor.
- Wellness Promotion Program:
 - Develop student and employee wellness programing specific to the needs on campus.
 - Develop and establish a Peer Health Promotion team.
- Occupation Health Program:
 - Work to develop an Occupational Health Program for University Staff to benefit research efforts in the university.
 - Additional duties related to programs:
 - Initiates regular meeting with admissions, graduate school, distance learning, etc. to coordinate efforts.
 - Meet monthly with the supervisor to update numbers and program statuses.
 - Represent Student Health Services UL Lafayette at various local and state meetings.
 - Assist in the writing and development of supporting materials for grant applications and progress reports.
 - Assist the CAO in tracking budget expenses. May also assist with budget analysis.
 - Perform other related duties as assigned by supervisor.

Qualifications:

1. Demonstrates communication skills, oral and written, that would contribute to successful collaborations with students, faculty, staff, alumni and community members.
2. Demonstrates experience with and/or commitment to working effectively with individuals from diverse backgrounds, in support of inclusive and welcoming environments.
3. Licensed Practical Nurse.
4. 2-4 years' experience in program planning/management required.
5. Excellent organizational and interpersonal skills; strong oral/written communication skills.
6. Ability to manage multiple priorities, utilizes effective time management skills, and exercise sound administrative judgment.
7. Self-starter and an independent learner.
8. Proficiency in computer skills.