JOB DESCRIPTION

TITLE

Director, Student Health Services

JOB SUMMARY

Responsible for the administration of the University Student Health Services. Performs professional services in the practice of medicine at the TWU Student Health Clinic. Responsible for the development of medical protocols, efficient operation of the clinic’s business office, assuring medical staff compliance with training and licensing requirements, and providing quality health education programs. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President, Student Life

Supervises: Staff Physicians, Nurse Practitioners, Nurses, Certified Medical Assistants, Assistant Director of Student Health Services, Health Educator

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

Establishes administrative policies, procedures, and controls to assure provision of high-quality, ambulatory health care services to university students and injured university employees. Develops clinic protocols. 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 x-rays, laboratory results, and other medical studies. Performs minor surgical procedures and suturing. Counsels patients on preventive medicine regimens. Monitors treatment progress of patients. Consults on patient care at the request of the clinic nurse-practitioners.
Approves prescriptions recommended by qualified nurse practitioners.  
Writes progress notes in the medical record insuring complete documentation of existing 
medical conditions and treatments prescribed.  
Prepares medical correspondence and reports as needed.  
Provides direct supervision and training to the nursing staff, nursing students, and nurse 
practitioner students.  
Functions as a health team leader in emergency situations.  
Participates in providing educational programming for the university student on health issues.  
Develops and implements the annual budget for Student Health Services  
Implements adequate accounting controls to monitor assets, liabilities, revenues, and expenses.  
Serves as an advisor to the Student Health Advisory Committee.  
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 bimonthly Student Life Director’s meetings, and prepares reports and plans as 
directed by the Associate Vice President and Vice President of Student Life.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff 
under charge. The performance evaluation is conducted through the performance evaluation 
system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Minimum of five years of administrative experience in a clinical setting. Progressive health care 
experience required to adequately provide the knowledge and skills necessary in the operation 
of a single or two physician primary care clinics.

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 apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, 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.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office or clinic setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________  Date: ______________

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.