Position Title: Director, Student Health Services and Chief Medical Officer

Job Bulletin Number: 103243

Classification: Administrator III

Department: Health Services

Full/Part-time: Full-time

Employment Type: MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Pay Plan: 12 month

Salary Range: Commensurate with education and experience.

Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

Pre-Employment Conditions: Background including fingerprinting

Closing Date: Open until filled. A review of applications will begin Monday, May 25, 2020 and the review period may end at any time thereafter.

POSITION SUMMARY:
Under the general direction of the Vice President for Student Affairs, the Director provides medical and administrative leadership to Student Health Services (SHS). The Director is responsible for identifying student health and counseling needs and providing leadership in the development and maintenance of student health programs within the guidelines and policies established by the California State University Board of Trustees, particularly Executive Orders 943 and 1053.

The Director provides oversight and direction of all SHS programs and activities related to providing high quality medical and mental health services to students; directs and evaluates the work of all professional
health services staff and administrative support staff; and is responsible for the health care and wellness programs for all Cal Maritime students, both on campus and at sea. The Director's participation as the physician on-duty during one or more months of the annual summer training cruise is optional.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:**
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

**MAJOR RESPONSIBILITIES:**

**Administrative Responsibilities**
- Selects, supervises, coordinates and evaluates the work of physicians, psychologists, counselors, nurse practitioners, physician assistants, medical assistants, nurses, health educators, interns, support staff, and other Student Health Services personnel in ensuring maximum efficiency in the delivery of excellent health services to students.
- Formulates medical and administrative policies/procedures and monitors adherence to proper medical protocols for all services including laboratory, x-ray, appointment and walk-in patient care. Provides medical leadership and consultation regarding prevention, diagnosis and treatment, incorporating all aspects of Student Health Services into the larger framework of University student services, as appropriate.
- Develops an annual work plan for achieving the goals and objectives of the SHS. Has overall responsibility for budget-related matters and ensures that the SHS is fiscally sound. Responsible for continuing medical education programs, including working towards compliance with accreditation standards, scheduling of programs and speakers, and coordination with other SHS programs. Maintains an ongoing and comprehensive quality improvement program in line with CSU policy, Executive Orders 943 and 1053.
- Directs the development of cooperative professional relationships with students, faculty, staff, hospitals, emergency clinics, paramedic services, police and fire departments, as well as authoritative county, state, and national health organizations/entities. This position also supervises the coordination of the campus health care programs with outside community health resources, including the private medical sector, as they relate to the referral of students for care beyond the scope of campus diagnostic and therapeutic capabilities.
- Responsible for professional development and research activities within the SHS, including the procurement of health care related grants and other funding.
- Understands and strictly adheres to the SHS policies and professional standards on patient confidentiality and medical records security.
- Administers Student Health & Travel Insurance Programs including policy selection, updates, evaluations, renewal, and works with the campus Procurement and Accounting departments for billing and insurance waivers.
- Coordinates review of Health Reports for deposited and readmitted Cadets to determine fitness for Cruise and U.S. Coast Guard Licensing.
- Oversees clinical activities of Nurse Practitioner and/or Physician Assistant
- Works to obtain and maintain accreditation for the Student Health Center as possible based on AAAHC accreditation standards as applicable to a small college health center.
- Serves on University and Student Affairs Committees and Task Forces.
• Participates in campus events such as New Student Orientation and seasonal admission events
• Serves as the Chief Medical Officer for the Training Ship Golden Bear with oversight of medical staff hired for cruise.
• Responsible for:
  ➢ Preparation and operation of sick bay for annual cruises.
  ➢ Hiring, training, monitoring, and evaluation of Cruise medical and counseling team.
  ➢ Acquisition, training, and operation of medical equipment, pharmaceuticals, and supplies.
  ➢ Development and oversight for implementation of sick bay procedures.
• Consults with TSGB Captain regarding medical/mental health issues for cadets, faculty, and staff. Keeps the Vice President of Student Affairs apprised of current status and developments within the Student Health Services. Prepares student health related reports and recommendations as needed.

Clinical Duties
• Responsible for direct patient care – examines, organizes and treats the general medical problems of student patients and special referrals by campus departments
• Provides health care in a primary care clinical setting, makes basic diagnostic evaluation, prescribes and administers medical treatment and follows up to ensure appropriate resolution of illness, performs physical examinations including the ordering, interpreting and evaluating of diagnostic test results, consults with private physicians and consultants as needed, collaborates with on-campus and off-campus psychologists/psychiatrists as needed in cases with mental health problems. Provides some medical oversight to athletic department Director/trainers.
• Performs simple office procedures pertaining to dermatology, gynecology, orthopedics, and wound care; maintains patient confidentiality, documents complete and legible notes using SOAP format (in an Electronic Health Record) for health care plan and prognosis, provides professional consultant services to medical personnel, students and other professionals.
• Provides medical examinations for students, staff, and faculty in accordance with U.S. Coast Guard regulations in order to determine fitness for duty" on the Training Ship Golden Bear.
• Interviews, evaluates and examines patients with common medical problems, interprets laboratory and x-ray results, formulates diagnosis and treatment of such problems, educates and counsels students on health issues and preventive health measures, and refers patients to off-campus providers as needed.
• Participates in health fairs and orientations as needed.
• Provides medical leadership and consultation on prevention and diagnosis. Keeps current of advances in the medical field.
• Works with Human Resources and Risk Management/Environmental Health and Safety as needed on issues related to employee Workers’ Compensation and first response medical treatment.
• Performs Public Health functions and assists in medical emergencies.

Annual Cruise Participation
• May participate as the physician on-duty on the Academy's annual training cruises on board the Training Ship Golden Bear

REQUIRED QUALIFICATIONS:
• Graduation from a medical school (M.D. or D.O) recognized by the Medical Board of California
• Completion of a residency program (of at least 3 years in duration) in a specialty appropriate to the assigned duties with increasingly responsible experience in the practice of that specialty
• Board Certification or Board eligible in Family Medicine or other appropriate primary care specialty
• Completion of annual continuing medical education requirements
• DEA Certificate (unrestricted)
• California physician’s license in good standing
• Knowledge of ethics and standards of applicable medical specialty board, California Medical Association, and American Medical Association
• Clinical knowledge and skills to provide a full spectrum of general and ambulatory medical care, including acute, sub-acute, chronic and minor emergency problems
• Experience with directing, supervising, motivating and inspiring others; measuring the performances of people, teams and organizations, and assessing performance and progress
• Excellent organizational and planning skills, with unquestionable integrity
• Ability to analyze emergency situations and take prompt action
• Knowledge and skills necessary for providing routine men’s health, women’s health, family planning, and the diagnosis and treatment of sexually transmitted diseases
• Surgical diagnosis and triage
• Evaluation and management of mental health problems (acute and chronic)
• Health promotion knowledge for supporting the mental and physical health of the students
• Ability to use routine diagnostic and therapeutic medical equipment and competency in the use of personal computer and related software for electronic patient management medical records system
• Ability to relate effectively to health concerns of adolescents and adults
• Ability to access and positively interact with community resources in patient management
• Strong problem solving and conflict resolution skills
• Excellent oral and written communication skills
• Customer services focus
• Ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals
• Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community

PREFERRED QUALIFICATIONS:
• Prior or current affiliation with an outpatient clinic, hospital or health center in a higher education setting
• U.S. Coast Guard /Maritime requirements pertaining to licensing, physicals, etc.
• Merchant Marine Credential
• TWIC card
• 3 years of progressively increasing management/supervisory duties
• Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.

On the job, the employee:
• Is exposed to excessive noise
• Is around moving machinery
• Is exposed to marked changes in temperature and/or humidity
• Is exposed to dust, fumes, gases, radiation, microwave (circle)
• Drives motorized equipment.

HOURS OF WORK/TRAVEL: Some travel and travel outside of normal business hours may be required.

BACKGROUND CHECK: A background check (including a criminal record check and fingerprinting) must be satisfactorily completed before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

DESIGNATED 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.
MANDATED REPORTER: The person holding this position is 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 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.