

## PRIMARY CARE SYSTEMS SPECIALIST

This is independent consultative and administrative work in the development, implementation, and maintenance of primary health care systems in the rural, medically deprived areas of the state. Work involves analyzing communities' need and the specific health care delivery requirements, assisting in the location of funding support including the preparation of applications for federal assistance, and advising on the integration of the selected alternative with related resources in the community. Employees are responsible for advising communities within the assigned geographic area on the most reasonable and cost-effective manner of satisfying their primary health care needs, ensuring the integration of new services with the existing service delivery systems, and ensuring that projects receiving funding assistance through the Rural Health Services Section are administered in accordance with established policies and regulations. Employees report through the Assistant Chief to the Chief, Rural Health Services Section in the Division of Facility Services.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments include education and training sessions for community organizations and groups, analyzing primary care needs and demand, directing communities in the process of physician recruitment and the formation of group practices, and for directing the activities associated with the establishment and evaluation of health care centers including the implementation of management systems. All activities relate to the improvement of primary care services available in the assigned region specifically and the state in general.

Intricacy - Work requires the analysis of social and economic characteristics of service areas and establishing patterns of primary health care needs and demands, identification and selection of feasible service alternatives, consideration of incentives necessary for physician recruitment and other financial issues such as the incorporation of centers for taxation benefits, and the analysis of center operation systems.

Subject Matter Complexity - Work requires an understanding of primary care service providers' operations and their interrelationships, the goals and objectives of the Rural Health Services Section, community organization, and the requirements for applying for and administering funding support from federal, state, and private sources.

Guidelines - Guides include established Division and Section policies and procedures, standards for the delivery of primary care services, the requirements of agencies and foundations providing funding support in Rural Health Initiative and the National Health Service Corps, accepted community organization practices.

### II. RESPONSIBILITY:

Nature of Instructions - Employees independently prioritize and respond to requests for technical assistance of a short-term nature or concerning on-going programs and schedule weekly and monthly activities. If request involves long-term commitment of resources, employees evaluate request and prepare recommendation for review by supervisor. Policy issues and potentially controversial situations are referred to supervisor for guidance.

#### Nature of Review

Work is reviewed through progress and activity reports, conferences, and informal discussions to ensure compliance with established policies and procedures.

Scope of Decisions - Decisions affect community groups and organizations involved in the development of primary care services, other service providers, and individual physicians and health care professionals recruited to provide these services.

Consequence of Decisions - Decisions affect the efforts of community groups and organizations and their success-in improving the level of care available and their ability to take advantage of available resources in these efforts.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contacts include representatives of community groups and organizations, service providers, health care organizations, federal and state agencies, and medical schools, and individual physicians and health care professionals and the general public.

Nature and Purpose - Primary purpose of contacts is to guide and direct the development of new primary care services and their integration with existing services and to reduce the frictions inherent in this process.

### IV. OTHER WORK DEMANDS:

Work Conditions - Majority of work occurs in a normal office setting or similar environment but requires site visits where employees might be exposed to a variety of illnesses.

Hazards - Work requires considerable travel and employees are subject to normal driving hazards.

### V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of health care delivery systems and the general professional standards involved; and the varieties of primary health care delivery systems and their operation. General knowledge of the principles of community organization, the principles and practices of public and business administration as they apply to the delivery of primary health care, and the federal, state, and private resources available to support the development of primary health care delivery systems. Ability to: analyze situations and develop and implement strategies; supervise and monitor community groups and subordinate staff; establish and maintain effective working relationships with interested organizations, agencies, and individuals; and communicate effectively orally and in writing.

Minimum Education and Experience - A master's degree in a health field, public health administration, public or business administration,, planning, or a related field and four years' experience, two of which must have been in an administrative or consultative role related to the provision of health care services; a four year degree in one of the fields referenced above and six years experience, two of which must have been in an administrative or consultative role related to the provision of health care services; or an equivalent combination of education and experience.