

## MEDICAL CONSULTANT MANAGER

### DESCRIPTION OF WORK

This is professional supervisory or managerial work managing medical consultants and/or other staff in a section of Public Health, Mental Health or a related program. Employees serve as branch managers or supervisors for a subset of major statewide programs. Employees work with medical consultants, local program staff and federal agencies to develop and implement the best practice or procedure for the program and work closely with stakeholders to maximize optimal health care in the designated area of expertise. Work requires independent judgment in working with others to implement programs, best practices, and coordination of services. Work is performed under the general supervision of a Medical Director or Division Director and is evaluated to determine the effectiveness of administrative, medical and consultative services provided.

### EXAMPLES OF DUTIES PERFORMED

- Oversee a statewide public or mental health program.

- Serve as a program medical expert that advocates for the understanding of public or mental health programs.

- Consult with representatives of local, state, and federal agencies and best practice guidelines for diagnoses and treatment.

- Supervise program staff including medical consultants, nurse consultants, and public health program consultants.

- Manage public health response to disease outbreak.

- Render medical consultation and serve in an advisory capacity to state and local health professionals or programs.

- Build and foster relationships with public and private organizations in the promotion of public and mental health and confer with other members of the staff on professional and administrative matters.

- Write administrative code for public health protocols.

- Develop and implement policies and procedures.

- Manage quality assurance and utilization review to ensure maximum efficiencies.

- Manage the program operations and budget.

- Serve as the principal investigator of program grants and cooperative agreements.

- Perform related work as required.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

- Thorough knowledge of best practices in the field of public health or mental health.

- Thorough knowledge of theory, principles, and practices of general and preventive medicine, as related to mental and public health administration.

- Thorough knowledge of developments in the field of public or mental health and ability to apply improved techniques and procedure in the specialties to which assigned.

- Thorough knowledge of public health laws, regulations, and policies, and ability to interpret them to others.

- Ability to establish and maintain effective working relationships with federal agencies and other stakeholders.

- Ability to establish and maintain effective working relationships with professional and community groups.

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Minimum Education and Experience Requirements

Licensed to practice medicine in the state of North Carolina and one year of related experience.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per the Americans with Disabilities Act. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.