

**Job Code:** U8738  
**Pay Grade:** UQ  
**Pay Scale:** \$193,233.40-\$289,850.09 Annually  
**Exempt:** Yes

## OVERVIEW

Perform duties supporting and directing the highest quality urgent care/ambulatory care services available to the employees, dependents, and retirees of the Hillsborough County Sheriff's Office. Assure the Hillsborough County Sheriff's Office, Occupational Health and Wellness Center mission, vision and values are met. All duties and responsibilities are to be performed in compliance with state and federal laws and regulations governing the legal scope of medical practice.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide and manage direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment; perform therapeutic procedures such as incision and drainage (I&D), splinting, suturing, managing infection, and wound care documenting/charting patient information in line with current policies and procedures.
- Develop and implement patient management plans, records progress notes, and assist in provision of continuity of care; communicate with patients regarding testing results, follow-up care, and additional information; prescribe pharmaceuticals, other medications, and treatment regimens as appropriate to assessed medical conditions; refer patients to specialists and to relevant patient care components as appropriate.
- Follow established policies, procedures, objectives, and recommended referral practices; participate in facility in-services, required staff meetings, and other clinic operations procedures.
- Order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests, and interpret test results for deviation from normal; orient and train new practitioners when necessary; direct and coordinate the patient care activities of nursing and support staff as required.
- Supervise mid-level practitioners when appropriate and abide by all associated rules and regulations.
- Assist the Clinical Director with administrative tasks and delivery of medical care; provide clinical and administrative back-up when the Clinical Director is unavailable.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computerized information systems used in business applications and clinical management systems (EMR).
- Knowledge of relevant drugs and their chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo.
- Knowledge of non-pharmaceutical patient care aids, their applicable uses, and relevance to patient care.
- Knowledge of current principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment.
- Knowledge of the urgent and occupational medicine fields.
- Professional communication principles and practices including business letter writing and advanced report preparation knowledge.

- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of applicable federal, state, and local laws and regulations including the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) and applicable state rules and regulations pertinent to medical practices.
- Skill in communicating effectively as appropriate to the audience both verbally and in writing.
- Ability to meet necessary accreditation and certification requirements and to maintain all appropriate licenses.
- Ability to perform duties in accordance with the customary rules of ethics and conduct of the applicable State Board of Medicine and other such regulating bodies.
- Ability to prescribe dosages and instruct patients in correct usage including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Ability to interpret the application of OSHA and HIPAA laws.
- Ability to maintain quality, safety, and infection control standards.
- Ability to work in a clinical setting with a moderate noise level and potential for exposure to infectious diseases and blood-borne pathogens.
- Ability to travel to other centers.
- Ability to stand and sit for hours at a time (with some bending and stooping).
- Ability to use manual dexterity in relation to clinical requirements.
- Ability to lift 50 lbs.

## **WORKING CONDITIONS**

- Work in a medical facility within a law enforcement agency.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM QUALIFICATIONS**

- Graduation from an accredited school of medicine, currently licensed by the State Board of Medical Examiners; and
- Board Certified/Board Eligible in a specialty field of medicine; and
- Possession of a Florida medical license; and
- No disciplinary actions or complaints on current or past medical license; and
- Must have and maintain a Drug Enforcement Agency (DEA) license with no restrictions; and
- Three to five years of experience as a practicing physician.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.

- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## **PREFERRED QUALIFICATIONS**

- Board Certified/ Board Eligible in Family Medicine, Internal Medicine, Occupational Medicine or Urgent Care; and
- A minimum of two to three years of clinical experience in an emergency medicine, urgent care, or ambulatory care setting; and
- Strong computer knowledge and experience with electronic medical records; and
- Experience with simple office procedures.