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Job Description



TITLE: Associate Medical Director DEPARTMENT: Washington Poison Center

JOB PURPOSE:

Committed to providing medical direction and leadership at the Washington Poison Center (WAPC) by delivering and advancing high-quality services available 24/7/365 for Washington State under the direction of the Medical Director. The Associate Medical Director duties include, but are not limited to: managing onsite and on-call medical direction including consultation on management of poisoned patients; collaborating WAPC's senior leadership in; developing and managing patient care guidelines, overseeing a top tier clinical quality assurance program, participating in toxicology rotation training programs, developing and delivering clinical training programs (for health care providers) and staff development; participating in Board committee meetings as appropriate, and a developing a working knowledge of WAPC operations.

JOB RESPONSIBILITIES:

1. Collaborate with the Medical Director to provide continuous medical direction for the WAPC.
2. Adherence to AAPCC standards (adopted 2014) for onsite and offsite medical direction as based on call volumes.
3. The Associate Medical Director is responsible for direct clinical oversight of the Call Center staff, ensuring they are meeting appropriate clinical standards in their patient case assessment, recommendations, and management.
4. Working directly with Clinical Leads of the Call Center staff on Guidelines, QA and oversight.
5. Provide Call Center medical toxicology backup.
6. Schedules all Medical Toxicologist on-call activities
7. Together with the Medical Director and Call Center Leads, ensures the quality management (QM) program fosters continuous improvement in the reliability and accuracy of all clinical toxicology consultations and case records.
8. Works closely with WAPC Managing Director to ensure policies are aligned and supportive of clinical excellence, verifies the accuracy and completeness of medical records, and adherences to retention and HIPAA policies and reporting requirements of the NPDS (National Poison Data System).
9. In conjunction with the Medical Director, monitors cases triggered from NPDS or CDC and responds accordingly to the agencies involved.
10. With the Medical Director, facilitates the bi-weekly national medical director teleconference with other participating centers and individuals, which include case reviews and discussions.
11. Collaborates with the Medical Director to ensure timely review and submission of the AAPCC Fatality Abstract reports in conjunction with the designated Call Center staff.
12. Reviews, updates and/or develops clinical guidelines as required by AAPCC standards, or more frequently as needed, and ensures that the number and content are adequate to direct the provision of state-of-the-art medical toxicological advice.
13. Work with the Medical Director to foster collaborative relationships with entities such as the Washington Department of Health; other state and local agencies, schools, and other key

stakeholders in support of poison prevention efforts and poisoncenter services.

14. Ensures all clinically-related published materials originating from the WAPC or that represent the WAPC are in accordance with the WAPC mission and objectives as well as AAPCC guidelines.
15. Assists with coordination of medical student, medical resident, and fellow toxicology rotations at WAPC by delivering clinical education. Coordinates experiential rotations as appropriate for other medically trained health care professionals.
16. Engage in the delivery and/or support of research projects and/or publications by WAPC staff androtators. Serves as the Principal Investigator (PI) on research grants (as appropriate).
17. May perform inpatient consultation on poisoned patients at hospitals as appropriate where Associate Medical Director has hospital privileges and credentials.
18. Attend and represent the WAPC at the American Association of Poison Control Center's annual Mid-year Director meeting and the annual North American Congress of Clinical Toxicology meeting.

JOB REQUIREMENTS:

1. Licensed doctor of medicine or osteopathy from an accredited medical school;
2. Licensed to practice in the state of Washington;
3. Board Certified or Board eligible in Medical Toxicology by the American Board of Medical Sub Specialties. Must be enrolled in the Maintenance of Certification (MOC) program for ongoing certification in Medical Toxicology.
4. Active staff appointments at an inpatient treatment facility and be involved in the management of poisoned patients.
5. Poison Center management experience strongly preferred.
6. Strong leadership, verbal & written communication and collaboration skills.
7. Knowledge and experience with a quality improvement model.
8. Academic interest and background and evidence of research, publications or teaching experience.
9. Committed to advancing the body of research related to toxicology and continued growth of the WAPC.