

**TITLE:** Medical Director

**DEPARTMENT:** Washington Poison Center

**JOB PURPOSE:** Committed to providing overall medical direction and leadership at the Washington Poison Center (WAPC) by delivering and advancing high-quality services available 24/7/365 for Washington State. Ensures the WAPC is a fully accredited poison center operating in compliance with nationally recognized AAPCC standards. The Medical Director is a lead member of the WAPC, and duties include: managing onsite and on-call medical direction including consultation on management of poisoned patients; collaborating with the Board of Directors and WAPC's senior leadership in driving strategic planning, managing resources and risks, cultivating a mission and vision; 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 programs; participating in Board committee meetings as appropriate, and protecting financial stability of the WAPC.

The Medical Director is also a primary liaison with the state's medical community and media outlets with respect to health education and concerns. In this role, the Medical Director seeks to build collaborative relationships and partnerships including, as appropriate: the AAPCC Membership, State Department of Health and County Public Health offices, the Hospital Association, Governor's EMS & Trauma Council, Medical Associations, the University of Washington School of Medicine and other academic institutions, hospitals/health care systems, and other medically-affiliated associations and organizations key to supporting or fulfilling the mission and role of the WAPC in Washington State.

**JOB RESPONSIBILITIES:**

1. Provide overall medical direction at the WAPC which serves the state of Washington by delivering and advancing high-quality services available 24/7/365.
2. Adherence to AAPCC standards (adopted 2014) for onsite and offsite medical direction as based on call volumes. Off-site activities may consist of medical toxicology activities not directly related to poison center operations, such as clinical, academic, teaching and research activities. The remainder of the total time applied to medical direction activities must consist of Poison Center operational activities that are 100% dedicated to on-site medical direction at the WAPC. AAPCC provided examples of onsite PC activity include but are not restricted to: supervisory activities (e.g., medical protocols, supervision of residents and students, lectures to SPIs as part of continuing education or certification review, and lectures to hospitals or community groups on medical toxicology-related subjects.
3. In the absence of an ABAT-certified Clinical Toxicologist, the Medical Director is responsible for direct clinical oversight of the Call Center hotline staff, ensuring they are meeting appropriate clinical standards in their patient case assessment, recommendations, and management.
4. Schedules all Medical Toxicologist on-call activities.
5. Collaborates with other WAPC Leadership in leading the management of the WAPC including supporting the WAPC mission and vision, strategic planning, risk management, education outreach, and operational planning tasks required to ensure the continued operation of a quality poison center that meets or exceeds AAPCC guidelines and Washington statutes as well as the goals of the organization. This includes attending administrative and staff meetings and Board of Director meetings.
6. Together with the Managing Director, ensures the quality management (QM) program fosters continuous improvement in the reliability and accuracy of all clinical toxicology consultations, where QM is integrated into work processes, and is aligned with the purpose of supporting emergency medicine, critical care and pediatric medicine.

7. Works closely with WAPC operations 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). In conjunction with the Managing Director, monitors cases triggered from NPDS or CDC and responds accordingly to the agencies involved.
8. Assists the Managing Director in ensuring the WAPC has provisions for continued uninterrupted service for the state of Washington in emergency situations.
9. Facilitates a bi-weekly medical director teleconference with other participating centers and individuals, which include case reviews and discussions.
10. Oversees the review and submission of the AAPCC Fatality Abstract reports in conjunction with the designated Call Center staff.
11. Reviews, updates and/or develops all 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.
12. Oversees clinically accurate public outreach activities that educate and increase public awareness of the WAPC, accommodates relevant media requests on poison- and clinically-related topics, and fosters 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 poison center services.
13. Provides clinical toxicology expertise on behalf of WAPC to the media and public agencies including advice and interviews, and assists with development of press releases including seasonal alerts.
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 and rotators. Serves as the Principal Investigator (PI) on research grants (as appropriate).
17. Perform inpatient consultation on poisoned patients at hospitals as appropriate where Medical Director has hospital privileges and credentials.
18. Responsible for content of staff clinical education.
19. Participates with WAPC Leadership in relevant legislative pursuits and maintenance of public and state funding.
20. Attend and represent the WAPC at the American Association of Poison Control Center's annual Midyear 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 prepared in Medical Toxicology through American Board of Medical Toxicology (ABMT, prior to 1994) or by the American Board of Medical Sub Specialties (ABMS, after 1994). 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.