



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
 Office of Human Resources
 4000 Ambassador Drive
 Anchorage, Alaska 99508
 Telephone: 907-729-1301
 Facsimile: 907-729-3638

TELEHEALTH CLINICAL DIRECTOR	
	Job Code: 0000
Department: AFHCAN	ICPA: Not Covered
Division: DIT	Last Updated: February 22, 2005
FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Approved Date:

JOB DEFINITION: Under general direction, directs the clinical aspects of the AFHCAN Telehealth Program.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Oversees, and coordinates all clinical aspects of AFHCAN Telehealth programs. Assures alignment of clinical mission and focus of Telehealth solutions with organizational goals. Collaborates with Director of Telehealth to guide and direct the Telehealth Program. Provides primary clinical direction and support to Operations Manager. Assures effective communications with executive management and regional associations.

Develops, performs and guides clinical needs assessments and user surveys. Identifies, validates and documents new clinical initiatives. Reviews biomedical products, including market surveys, requirements and design analysis, testing, and documentation.

Participates in Hardware and Software design and development. Assumes key role in development where appropriate. Provides assistance to update existing products and develop new products, including telehealth carts, wall mount system, endoscopy system, portable units and creation of functional design and user interface.

Writes scientific publications, promotional materials, conference abstracts, best practices guidelines, standards and content for posters. Provides assistance to pursue funding opportunities and participates in grant development and reporting. Critiques concepts for Telehealth research and evaluation. Conducts research and evaluation activities. Collaborates with Institutional Review Board.

Coordinates and facilitates meetings with clinical directors. Represents organization's interests at local, state, national and international meetings. Makes formal presentations to large and small audiences. Networks with colleagues to market products.

Provides leadership, direction and guidance in clinical aspects of the Telehealth Program. Participates in preliminary curriculum and content development. Provides clinical expertise and consultation to Telehealth Training Department to assist in the development of clinically appropriate curriculums. Reviews content and materials for training and presentation when appropriate. Travels occasionally to remote locations.

Performs other duties as assigned or required.

(continued on reverse side)

TELEHEALTH CLINICAL DIRECTOR

Job Code: 0000

KNOWLEDGE and SKILLS:

- Knowledge of healthcare environment including telehealth.
- Knowledge of diagnosis, treatment, referral and documentation associated with medical specialty.
- Knowledge of customer service concepts and procedures.
- Knowledge of computer and telecommunications hardware and software systems.
- Knowledge of grant funding requirements, guidelines and principles.
- Knowledge of business English usage, spelling, grammar and punctuation.
- Knowledge of computer and telecommunications hardware and software systems.

- Skill in researching, analyzing and evaluating new training materials and delivery methods.
- Skill in establishing and maintaining cooperative working relationships with customers and co-workers.
- Skill in evaluating, recommending, and implementing packaged software support tools.
- Skill oral and written communication; demonstration of ability to develop and publish peer review materials.
- Skill in presenting information to executive level management, healthcare professionals, and small and large audiences.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Doctor's degree in medicine or related field; **AND** completion of Residency Program; **AND** three (3) years of clinical experience; **OR** an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule. May require the occasional use of personal vehicle.

MINIMUM PHYSICAL REQUIREMENTS: The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires persistent repetitive movements of the hands, wrists and fingers and the ability to sit for long periods of time. Must be able to push, pull, lift or carry approximately 75 pounds. Requires occasional travel to remote locations by boat, snowmobile, ATV or small plane.

AGE SPECIFIC: None.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment

Date

Print Employee Name

Date

Supervisor Signature

Date