



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 08/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director, Student Health Services

### **JOB SUMMARY**

Responsible for the administration of the University Student Health Services. Performs professional services in the practice of medicine at the TWU Student Health Clinic. Responsible for the development of medical protocols, efficient operation of the clinic's business office, assuring medical staff compliance with training and licensing requirements, and providing quality health promotion programming. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Vice President, Student Enrichment Health and Support

*Supervises:* Staff Physicians, Associate Director of Student Health Services, Assistant Director Health Promotion, Chief Nurse, Student Health Services Systems Engineer

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Establishes administrative policies, procedures, and controls to assure provision of high-quality, ambulatory health care services to university students and employees and TWU guests in emergency situations as needed.
- Develops and implements the annual budget for Student Health Services.
- Implements adequate accounting controls to monitor assets, liabilities, revenues, and expenses.
- Provides outreach to the University community with health education and promotion.
- Interacts with academic departments and university staff members as a consultant in regard to health / medical issues or concerns.

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- Participates in Student Life Director's meetings, and prepares reports and plans as directed by the Associate Vice President and Vice President of Student Life or her designee.
- Active participant on University committees which focus on health.
- Serves as Student Health Services HIPAA Privacy Officer.
- Develops clinic protocols.
- Evaluates patients for medical and mental health issues, including obtaining medical history, performing physical examination and formulating diagnosis and treatment plan.
- Provides counseling, anticipatory guidance, and preventive education to meet the needs of patients.
- Prescribes medications for the treatment of patients, and adheres to safe monitoring practices in accordance with Texas statutes and professional practice guidelines.
- Determines the need for and orders laboratory, medical imaging and other studies as needed to establish or support diagnosis and treatment.
- Performs reviews of laboratory results, medical imaging and medical studies in a timely fashion, conducts clinical assessments of abnormal results and follows up with patients as appropriate.
- Monitors ongoing medical treatment.
- Refers patients as needed for appropriate specialty care services.
- Writes medical notes and maintains accurate medical records ensuring complete documentation of existing medical conditions and treatments prescribed.
- Prepares medical correspondence and reports as needed.
- Performs minor surgical procedures.
- Consults on patient care at the request of other medical staff and provides oversight for clinic patients.
- Participates in Quality Assurance and infection control procedures.
- Stays abreast of the latest developments, advancement and trends in patient medical and mental health treatment, diagnosis and education.
- Provides direct supervision and training to the nursing staff.
- Provides supervision to Associate Director Student Health Services, Assistant Director Health Promotion, and Student Health Services Systems Engineer.
- Provides supervision to Staff Physicians.
- Functions as a health team leader in emergency situations.
- Establishes and maintains a safe environment for employees under charge.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

## **EDUCATION**

Graduation from an accredited medical school. Medical licensing in the state of Texas. Board Certification or board eligible in Family Practice, Internal Medicine, Obstetrics / Gynecology, or Pediatrics is preferred. Current prescriptive licenses.

## **EXPERIENCE**

Minimum of five years of administrative experience in a clinical setting. Progressive health care experience required to adequately provide the knowledge and skills necessary in the operation of a primary care medical clinic.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Broad knowledge of common and uncommon medical and mental health issues.
- Knowledge of the principles and practices in the development, implementation and documentation of individualized care and treatment plans.
- Knowledge of the requirements of HIPAA and medical privacy practices.
- Knowledge of medical coding requirements.
- Skill in the care and treatment of patients and in the use of medical diagnostic and treatment tools and equipment.
- Skill in the performance of pelvic examinations.
- Ability to examine, diagnose, and treat physical and mental disorders; to interpret laboratory analyses and x-rays; to direct medical activities.

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- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, racial, ethnic and sexual orientation/gender backgrounds.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.
- Ability to respond to emergency situations in a timely manner.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and a clinic setting.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

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***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***