

Oklahoma Department of Corrections
Unclassified Job Descriptor

**LEAD STAFF PHYSICIAN I
LEAD STAFF PHYSICIAN II (BOARD CERTIFIED)**

Basic Purpose:

Under general direction, performs professional work in the diagnosis and treatment of inmate patients at a correctional facility providing acute infirmary medical services and supervises staff physicians I and II at Mabel Bassett, Dick Conner, and Lexington Correctional Centers, and at the Oklahoma State Penitentiary.

Typical Functions:

- Conducts a major portion of the medical treatment and diagnostic services at a correctional institution or facility.
- Performs complete physical examinations on inmates and correctional employees according to health services policy; directs laboratory and X-ray procedures and interprets results.
- Prescribes treatment and therapy; supervises care to patients in infirmary; provides emergency care as is appropriate in the health care services unit or, as appropriate, at other sites in the facility.
- Supervises physician's assistant assigned to the facility.
- Provides overall clinical supervision and guidance of the health care providers at the facility.
- Develops protocols of care for use by other health care providers.
- Evaluates inmate medical problems that are complex, changing, or incompletely diagnosed or managed and makes referral of appropriate cases to referral specialty clinics or the appropriate hospital.
- Correlates mental health care of facility inmates with departmental psychiatrists and/or psychologists.
- Completes, inspects, analyzes, and interprets charts; prepares periodic progress notes and final discharge summaries.
- Utilizes formulary medications whenever possible, and adheres to the request for non-formulary drug process.

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- Recognizes and applies both utilization and risk management principals.
- Participates in quality improvement activities as assigned.
- Supervises other staff physicians (I and II)

Knowledge, Skills, and Abilities:

Knowledge of modern principles and practices of medicine; and of the use of pharmacologic medications. Knowledge of, and skill in, basic principles of management and supervision of employees. Ability to establish and maintain effective working relationships; to exercise independent judgement; to analyze a situation and adopt an effective course of action; to successfully diagnose, clarify, and treat patients in an acceptable manner; and to interpret complex instructions, both oral and written.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: An unrestricted valid license to practice medicine in the state of Oklahoma and board certification.