

Job Title: CHIEF MEDICAL DIRECTOR
Reports to: CHIEF EXECUTIVE OFFICER
FLSA Classification: EXEMPT
Date Drafted: MARCH 2020

POSITION SUMMARY

Executive level position responsible for providing leadership and direction for the efficient and smooth provision of medical and surgical care and maintenance of health for all animals cared for by GHS. Knowledgeable of best practices and standards for veterinary care in shelters. Manages medical inventory and budget, including oversight and authorization for purchasing of supplies, equipment, and medications. Supervises medical staff within the foster and clinic department. Develops treatment protocols and written policies/guidelines for medical and surgical care, including timely and appropriate attention to emergency cases. Ensures quality programming that is in accordance with GHS's mission, goals and management. Maintains compliance with relevant laws.

POSITION RESPONSIBILITIES - ESSENTIAL

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Acts as GHS's chief veterinarian, responsible for general oversight of all veterinary medical and surgical functions.
- Responsible for creating and ensuring compliance with guidelines and policy and procedures to maintain the general health of the population of animals within all of the facilities.
- Provide oversight to veterinary team regarding veterinary care and decisions.
- Monitors and implements procedures and programs to reduce the rate of infectious diseases throughout the building.
- Provides medical care and written records.
- Manages a team of veterinarians, veterinary technicians and support staff to ensure programmatic needs are identified and addressed.
- Responsible for hiring, firing, coaching, and performance evaluations as well as development of necessary training programs.
- Act as a staff veterinarian when needed to perform exams, surgery, necropsy evaluations, treatments, on-call decision making, euthanasia decisions, and other duties as needed.
- Ensures organizational licensure is met and act as the licensing veterinarian for certain facilities.
- Oversees medical budget.
- Ensures thorough record keeping and maintains quality control, including complete, accurate and up-to-date medical records, drug logs, statistics, etc.
- Provides some on-call services for shelter animal emergencies.
- Directs and monitors humane euthanasia.
- Ensures all personnel are certified and appropriately trained. Responds to specific problems and requests directed from the public, staff, and partner groups, adopters relating to medical/surgical care or health problems.
- Work with DHEC to assist with bite protocols and release.
- Provide oversight and develop policies and protocols for operational issues such as feeding, housing, handling, cleaning, and general care.
- Provide guidance and support for policy development and individual case decision making for placement of animals including adoption, foster care, and euthanasia.
- Act as the liaison and case manager for GHS to outside veterinary for radiographs and other specialized needs. Provide programs, presentations, training to staff and community as needed. Represents the organization at outreach events and

on committees as appropriate.

ESSENTIAL SKILLS AND EXPERIENCE

- Must have a current DVM, VMD or equivalent license
- Minimum of one year clinical shelter experience or advanced training in shelter medicine, including experience managing and supervising staff; previous management experience in an animal shelter setting preferred
- Excellent clinical skills including extensive experience with population management, epidemiology, and infectious diseases
- Ability to gather, assemble, correlate, and analyze facts and devise solutions and plans
- Excellent customer service skills
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills; interpersonal skills.
- Relationship management-- ability to be persuasive and provide leadership to subordinates.
- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong analytical, strategic problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.

BENEFICIAL SKILLS AND EXPERIENCE

- Prior shelter medicine experience.

REPORTING RELATIONSHIPS

Reporting to this position may be:

- Clinic Manager
- Assistant Clinic Manager
- Clinic Scheduler
- Surgical Prep Techs
- Surgical Vet Techs

KEY MEASURES

- Objectives set annually
- Organizational profitability
- Strategic Business Plan outcomes and goals
- Annual performance feedback
- Financial targets and other metrics

ORGANIZATIONAL COMPETENCIES

Transparency and Integrity	Behaves consistently across situations and ensures that words and actions are aligned. Admits mistakes and accepts responsibility.
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Decision-Making	Seeks to discover the root causes of problems, rather than addressing symptoms. Avoids over or under analyzing problems/issues. Makes decisions by weighing multiple factors, some of which may not fully defined. Considers the risks and consequences of action and/or decisions.
Teamwork and Collaboration	Builds and maintains routine business relationships with peers and others inside and outside of the organization. Adds value to the team environment and interacts with a positive attitude.
Innovation	Respectfully challenges the status quo by analyzing the strengths and weaknesses of current approaches. Modifies and adapts current methods and approaches to better meet needs.

MANAGEMENT COMPETENCIES	
Business Acumen	Understands own and cross-functional business operations and how revenue is generated. Stays current on industry trends and competitive issues.
Resource Management	Gathers and applies data and feedback to more effectively utilize budget, materials, time and/or personnel. Balances cost against benefits in all activities and encourages others to do the same.
Problem-Solving	Understands role and how it fits into overall department and organizational structure and how it impacts and is impacted by other issues/processes. Works with relevant people to solve issues that arise.
Critical Thinking	Solicits input from others prior to offering recommendations or making decisions. Many of the solutions are suitable and properly address the problem.
Change Management	Explains how the change affects current processes and the potential opportunities/ consequences of proposed changes. Advocates the advantages of change.
Aligns Priorities with Organizational Goals	Able to establish department goals and how individual priorities support department goals.
Customer Service Excellence	Periodically seeks input from customers and may incorporate that into making minor improvements to service delivery

MENTAL & PHYSICAL DEMANDS - ADA GUIDELINES				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation.		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name _____ Employee Signature _____ Date Signed _____

Print Manager/Supervisor Name _____ Manager/Supervisor Signature _____ Date Signed _____