

FROM (DEPT/ DIVISION): Public Health

SUBJECT: Health Officer position

<p>Background:</p> <p>As a Local Public Health Authority, UCo Health is required to have a Health Officer per ORS 431.418. This position has typically been filled through a contract. We are proposing that this position now be created as an employee position at UCo Health with the appointment of the currently contracted Health Officer, Dr. Jonathan C. Hitzman, MD, as the appointed employee for this position. The current contract with Professional Locum Associates, LLC, will terminate effective December 31, 2021.</p> <p>Attached is a job description for the proposed position to be created and appointed.</p>	<p>Requested Action:</p> <p>Effective January 1, 2022:</p> <ol style="list-style-type: none"> 1. Create Health Officer position 2. Appointment of Dr. Jonathan C. Hitzman, MD as the Health Officer for the Local Public Health Authority at UCo Health
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ATTACHMENTS: Health Officer Job Description

Date: (12/22/2021) Submitted By: Alisha Lundgren

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

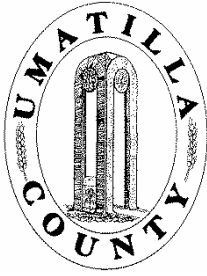
To be notified of Meeting:

Needed at Meeting:

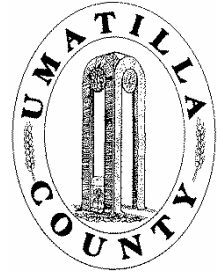
Scheduled for meeting on: December 29, 2021

Action taken:

Follow-up:



UMATILLA COUNTY
POSITION DESCRIPTION



Department: UCo Health

Position Title: Health Officer

Employee Name: _____

Effective Date: _____

Job Series: Exempt

Salary Range:

Union Covered: No

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

To serve as medical consultant to UCo Health’s administration, professional nursing staff, and/or other department headings regarding medical aspects of programs and services. The Health Officer is required to be a physician licensed under ORS chapter 677.

SUPERVISORY RELATIONSHIPS

The Health Officer is responsible to the local public health administrator for the medical and paramedical aspects of the local public health authority’s public health programs.

PRINCIPAL DUTIES OF POSITION

- Participate with UCo Health Director and nursing staff in developing medical policy and protocols for Umatilla County Public Health, and is an integral part of the planning for programs and services in the department.
- Give public speeches and lectures to professional groups and medical audiences and writes articles and new releases regarding public health and medical care.
- Participate in meetings and discussions with community partners as requested by UCo Health Director.
- Act as a liaison between UCo Health and the local medical community, and maintain membership in Local Independent Practitioners Association.
- Participate in epidemiological investigations in situations involving public health.
- Respond to common inquiries from department staff, customers, regulatory agencies, or members of the medical community regarding public health.
- Provide consultation on medical issues to UCo Health personnel.
- Provide support to Nurse Practitioner staff upon request.
- If applicable, provide required oversight of Physician Assistant staff.
- Authorize Public Health nursing staff to carry out appropriate medical functions under standing orders.
- Prepare and sign standing orders for immunizations for infants, children and adults.
- Assume the responsibility of Laboratory Director and Pharmacy Director. (OAR 333-024-022 and 855-041-180)

REQUIREMENTS FOR POSITION

Licensed by the Oregon Medical Board to perform the specific medical responsibilities requiring the services of a physician.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Employee's Signature/Date