

POSITION NUMBER: TBD

UF CLASSIFICATION: Clinical Assistant/Associate/Full Professor (Non-tenure track)

WORKING TITLE: Occupational Health Program Director & Physician

DEPARTMENT: Health Affairs

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

The University of Florida (UF) Occupational Health Program Director & Physician is responsible for developing and leading a comprehensive occupational health program for the UF enterprise. As a top tier research university with a leading academic health center, a world-class occupational health program is necessary for UF to achieve its academic, public service, and research endeavors. The Occupational Health Physician will oversee and direct all aspects of employee occupational health for the University of Florida and UF Health.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

20% Lead the Occupational Health Program for the University of Florida and UF Health: Develop a comprehensive occupational health strategy, with associated goals, outcomes, and performance metrics for the UF enterprise. Develop and implement comprehensive occupational health policies, procedures, services and technology solutions consistent with regulatory standards and best practices. Assess and analyze occupational health services and needs throughout the organization and pursue standardization and simplification. Serve as a strategic partner and consultant to university leadership, colleges, and departments on occupational health-related matters. The Occupational Health Physician will partner with the existing Occupational Health Clinic at UF Health Shands Gainesville to extend services and accommodate the wider UF employee population throughout the state of Florida, including UF and UF Health Shands employees on the UF Gainesville campus and hospitals, as well as the broader UF Health Clinical Enterprise.

20% Manage Occupational Health operations: Provide leadership and direction to the occupational health team, ensuring the delivery of high-quality and cost-efficient care and services to employees. Manage the day-to-day administration of occupational health services, including preemployment physicals and employee health screenings, bodily fluid and bloodborne pathogen exposure management, the Needlestick program, occupational injury and illness treatment, immunizations, and medical monitoring/surveillance programs. Collaborate and consult with infectious disease and select agent experts. Manage and conduct respirator physicals and fit testing, pesticide applicator evaluations, hazardous material examinations, animal contact examinations and clearances, the hearing conservation program, patient contact clearances, Biopath physicals, and other job-specific testing and evaluation programs. Coordinate and collaborate on employee vaccination programs and provide support to the Scientific Diving program. Manage Commercial Driver's License physicals and Boat Captains

physicals.

20% Treat employee work-related illnesses and injuries: Oversee and provide expert occupational medical care to employees, including diagnosis and treatment of illnesses and injuries. Develop and implement evidence-based treatment plans. Conduct comprehensive occupational health assessments, including medical histories, physical examinations, and diagnostic tests. Manage and document medical records in accordance with regulatory requirements and best practices.

10% Occupational Health Program compliance and evaluation: Maintain compliance with federal and state regulations for workforce health and safety. Evaluate emerging trends, research, and advancements in occupational health and safety, and incorporate best practices into program development and implementation. Actively engage in professional development activities to expand, adapt, and refine the occupational health program. Participate in occupational health emergency preparedness planning and management with UF stakeholders.

10% Injury prevention and education: Collaborate with multidisciplinary teams and stakeholders to promote workplace safety and injury prevention programs. Participate in the development and delivery of employee education and training programs on workplace health and safety risks, ergonomics, and develop strategies for prevention and mitigation.

10% Establish and maintain business relationships with external stakeholders, vendors, providers, and other partner organizations, under the guidance and delegation from university leadership, consistent with University of Florida and UF Health Shands procurement requirements. Manage and leverage relationships to maximize effective delivery of occupational health services to employees.

5% Fitness for Duty: Institute a fitness for duty policy and protocols in collaboration with key stakeholders across the UF enterprise. Create a policy for evaluating physical and psychological fitness for duty. Establish protocols for assessing whether an employee can continue to perform the essential functions of a job safely. Create and manage assessment protocols for determining fitness for duty to return to work following illness or injury. Serve as the physician member of the sick leave pool committee.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

List each marginal function and assign a percentage based on the amount of time spent on that function.

Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

5% Other duties as assigned

SUPERVISION

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

The Occupational Health Physician will be responsible for leading all aspects of the occupational health program, and work with minimal day-to-day supervision.

Positions supervised:

1 ARNP(s) or Physician Assistant(s)

2 Registered Nurses

2 Administrative support positions

NORMAL WORK SCHEDULE

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

Work schedule may vary to meet needs of the program and stakeholders, to include early mornings, nights, and weekends

EDUCATION, TRAINING, AND EXPERIENCE

Minimum Qualifications:

Medical degree from an accredited institution

Completion of ACGME-accredited residency in an appropriate area of specialization

Board certification in Occupational Medicine or a related specialty

Minimum of 2 years of appropriate experience

Active or eligible for unrestricted licensure in the state of Florida

Preferred Qualifications:

At least two years of experience as a physician in an occupational medicine program or five years of experience in primary care

Significant experience in occupational health, preferably in an academic or research institution

Familiarity with occupational health regulations and compliance standards

Demonstrated experience and flexibility to run clinical practice, consulting, and administrative duties

Business or clinic operations experience

Research experience with a track record of publications in peer-reviewed journals

Experience in academic teaching and mentorship

Medical Review Officer (MRO) certification

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

Active and unrestricted licensure in the state of Florida.

Board certification in occupational medicine or related field

◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER CHARACTERISTICS OF THE POSITION

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

In-depth understanding of occupational health regulations, best practices, and emerging trends

Strong analytical and problem-solving skills to assess health needs and develop strategic initiatives

A commitment to maintaining the highest standards of health and safety for all employees

Strong interpersonal skills to build partnerships and foster a collaborative working environment

Ability to work independently and collaborate with others

Innovative thinker with a creative approach to program development and problem solving

Experience with business process improvement is a necessity

Strong customer service orientation

Must foster an awareness within the UF community regarding the significance of occupational health and the potential risks associated with noncompliance.

The position will provide opportunities for:

- Access to state-of-the-art facilities and resources within the academic medical center.
- Academic appointment and involvement in teaching and research activities.
- Continuing medical education and professional development

POLICY MAKING AND/OR INTERPRETATION.

The Occupational Health Physician will develop and recommend policies of significant impact related to occupational health for the UF enterprise.

PROGRAM DIRECTION AND DEVELOPMENT.

The Occupational Health Physician is responsible for developing strategic priorities and establishing a comprehensive program. The role will consult with leadership and stakeholders to design and implement programs that meet the needs of the UF enterprise.

COMMUNICATION

Statement of internal and external business contact, including frequency and scope.

The Occupational Health Physician will communicate extensively with leadership, department chairs, providers, clinical management, faculty and staff employees across the UF enterprise. The position requires excellent verbal and written communication skills, with the ability to collaborate effectively with a diverse range of stakeholders, including employees of all levels in the UF enterprise.

MONETARY RESPONSIBILITY.

Amount and consequence of error.

Working with leadership, the Occupational Health Physician will be responsible for managing the budget for the Occupational Health Program, including decisions regarding operating budget, budgetary requests, expenditures, personnel and salary budget, recommendations for funding models and billing structure, etc.

STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

The Occupational Health Physician and employees under supervision will have access to protected health information, and confidential and sensitive information in multiple forms for various authorized purposes.

CREATIVITY, STRATEGY AND LEADERSHIP.

The Occupational Health Physician is responsible for developing and championing an effective strategy for the UF enterprise. The position will require flexibility and creativity to achieve success.

EMPLOYEE AND SUPERVISOR INFORMATION:

EMPLOYEE NAME:

New position

IMMEDIATE SUPERVISOR:

Executive Vice President - Health Affairs

Operational Supervisor – Ed Daech-Chief Human Resources Officer-UF Health System

Faculty Home – College of Medicine - The appropriate department will be determined based on the training of the hire.

REVIEWING AUTHORITY NAME AND TITLE:

POSITION CHANGE ACTION

Indicate specifically how this position has changed since it was last updated.

If requesting a reclassification, include a full justification for the requested title.

New position