

**THE UNIVERSITY OF MONTANA  
POSITION DESCRIPTION**

<b>DATE:</b> July, 2001	<b>POSITION:</b> Director, Curry Health Center
<b>AGENCY:</b> The University of Montana	<b>WRITTEN BY:</b>
<b>AREA:</b> Student Affairs	<b>GRADE:</b> Regents' Contract
<b>COLLEGE:</b> N/A	<b>POSITION #:</b> 008250
<b>DIVISION:</b> Student Affairs	<b>INCUMBENT:</b> <del>Nancy E. Fitch</del> <b>DAVID BELL</b>
<b>DEPARTMENT:</b> Curry Health Center	<b>REPORTS TO:</b> VP for Student Affairs
<b>SECTION:</b> N/A	<b>APPROVED:</b> _____

**POSITION PURPOSE**

The Director is responsible, under the direction of the Vice President for Student Affairs, for administration of all operations of Curry Health Center (CHC), including the Medical and Dental clinics, Counseling and Psychological Services, Health Enhancement, Faculty/Staff Wellness, Administration and many other duties as assigned by the Vice President for Student Affairs. The Director is additionally responsible for identifying and addressing health issues of UM students via health care provision, public health measures and/or education.

**DIMENSIONS**

<b>Division Personnel:</b>	<b>63.42 FTE</b>
<b>Direct Supervision:</b>	<b>6 department supervisors, 5 physicians</b>
<b>Annual Budget:</b>	<b>\$3,568,900</b>
<b>Annual Payroll:</b>	<b>\$2,600,500</b>

**NATURE AND SCOPE**

**Functions:** This position supervises a total of approximately 80 full and part time employees, and directly supervises the managers of the Medical clinic, Dental clinic, Counseling and Psychological Services (CAPS), Health Enhancement, and Health Services Administration. The Director is responsible for providing high quality, appropriate, affordable health care services in a manner that supported by students, and that assures maintenance of accreditation. The Director is responsible for obtaining support from student government for annual fee increases. The Director must ensure that practices of medical, dental, and psychological care meet appropriate licensure standards as well as community standards of health care. The Director must ensure that formal Quality Improvement Programs adequately monitor the levels of care, identify potential problems in quality of care and re-examine appropriate areas for corrective measures. The Director is responsible for active risk management. The Director is also responsible for the provision of a campus health insurance program for otherwise uninsured students within the Montana University System, in conjunction with other campuses.

**Subordinate Organization:** Curry Health Center is comprised of the Medical and Dental clinics, Counseling and Psychological Services (CAPS), Health Enhancement, Faculty/Staff Wellness and Health Service Administration, including the Student Insurance Program. Within CAPS are two programs with individual identities, Self-Over-Substances and Student Assault Recovery Service.

**Latitude:** Under the direction of the Vice President for Student Affairs, the Director of Curry Health Center is responsible for the delivery of all health care services provided by CHC. In addition, the Director is

responsible to the campus on all issues affecting student health and faculty/staffwellness.

**Performance Measures:** Performance is measured by:

1. An annual performance review of achievement of goals and objectives conducted by the Vice President for Student Affairs. This includes displayed leadership in establishing a work environment consistent with the campus Quality of Worklife standards.
2. Student satisfaction and support of Curry Health Center as measured by direct student surveys, student government support of the health fee and other feedback.
3. The quality of care delivered as measured by outside standards, such as accreditation, licensure, hospital governing/credentialing boards, malpractice claims, annual credentialing of health care providers, etc. and internal measures of quality, such as QI activities, self-assessment surveys, etc.
4. The health and well being, (as can be reasonably impacted by health services) and academic success of the student population and the campus environment as measured by surveys, direct feedback, other campus offices or other measurement tools.
5. The satisfaction of other campus constituencies with the Health Center's responsiveness.
6. Adequate utilization of health care resources, as measured by number of patient visits, waiting times for appointments, numbers of specific procedures, and other appropriate indicators.

**Contacts:** The Director has frequent contacts with UM administrators, students, faculty, and other campus parties, including formal relationships with Intercollegiate Athletics, Pharmacy and Allied Sciences and Health and Human Performance. The Director has frequent contact with other Student Health Center Directors within and external to Montana, public health officials, local and regional medical and other health care providers, and community citizens.

**Knowledge and Skills:** Required knowledge, skills and abilities are:

1. Expertise with college health care administration, clinical health issues of college students, university operations and outcome assessment methods and models.
2. Familiarity with the biopsychosocial health needs of college population.
3. Experience with operations of ambulatory and inpatient medical, dental, and psychological services, as well as health promotion services for a campus community.
4. Competence with quality improvement, risk management, and maintenance of standards of care within medical, dental, psychological and health promotion service delivery.
5. Demonstrated excellent leadership, management and communication skills.
6. Demonstrated commitment to promoting the well being of people with diverse identities, including but not limited to race and ethnicity, sexual orientation, gender, physical and mental ability, age, body size, spiritual beliefs, socioeconomic status, and occupation.
7. Graduation from medical school, completion of a residency program, board certification in a relevant specialty, current medical licensure with the ability to function as a practicing physician and the ability to recruit and supervise physician staff.

In summary, the Director of the Curry Health Center must be experienced and talented in all aspects of college health and health care administration, committed to prevention and outreach, sensitive to inclusiveness, able to communicate and network with diverse members of the campus community, demonstrate fiscal responsibility, and be able to provide clinical leadership, direct care, medical supervision, and assessment across the several disciplines that make up the CHC.