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## **Medical Director (U4.717)**

### **Nevada Department of Corrections, Medical Administration**

#### **Recruitment Open to:**

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the discretion of the Director of the Nevada Department of Corrections (NDOC).

**Position Location:** Las Vegas, Nevada or Carson City, Nevada

#### **Approximate Annual Salary:**

**Up to \$217,595** (Salary reflects the Public Employers Retirement System (PERS), Employee-Employer contribution plan. An Employer-only paid contribution plan, which results in a reduced gross salary, is also available at the election of the employee. The State benefits package includes a retirement system, paid health, vision, dental, and life insurance; 11 paid holidays, paid sick leave and paid annual leave. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health benefits available to all employees may be accessed at <https://pebp.state.nv.us>.

**DEFINITION** – The Medical Director is the clinical health authority for the Nevada Department of Corrections (NDOC); responsible for clinical and medical determinations within the department. The position involves extremely significant professional medical work; including clinical, supervisory and administrative oversight. The incumbent is responsible for medical and clinical quality assurance, procedures, processes and systemic reviews; and strategic planning for multiple correctional institutions, medical clinics and support facilities.

#### **GENERAL CHARACTERISTICS:**

The Medical Director assures the infrastructure and required critical resources remain available, without disruption, for the prevention, education, diagnosing and treating of a wide variety of complex, acute and chronic medical conditions; provides medical oversight and administrative direction to medical/clinical staff and contracted physicians; confers with medical staff and patients regarding diagnosis and potential rehabilitative treatments; consults with medical professionals and when necessary, interdisciplinary teams surrounding possible hospitalization and other needed ancillary services; confirms referrals to specialists as appropriate; develops and implements protocols and standardized procedures; coordinates the necessary resources for the performance of in-service training; ensures that all medical care meets established quality assurance standards; may supervise resident physicians, physician's assistants and nurse practitioner students; confers with mental health staff

regarding patients under their care; reads X-rays, orders laboratory tests and evaluates results; may provide medical consultation to private physicians, health care professionals and community groups on public health matters.

The incumbent will receive a State-issued phone for business-related purposes.

### **ESSENTIAL FUNCTIONS**

- Provide clinical oversight for medical services, including clinic, pharmacy, nursing and mental health services, and contract providers.
- Ensures compliance with federal and state laws, local ordinances, policies, procedures and Court orders.
- Oversees the provision of general family practice medicine for inmates in a correctional facility, including examinations, diagnosis and referral.
- Collaborate with Medical Administrator on utilization of Mid-Level Practitioner mechanism for recruitment and retention of Advanced Practice Registered Nurse (APRN) and Physician's Assistant (PA) candidates, as augmentees to Senior Physicians
- Directs availability of supervisory staff for APRN and PA incumbents to include chart reviews and other functional aspects of licensure oversight
- Ensures facilitative process for notifying appropriate authorities of inmate fatalities or communicable disease.
- Consults with Medical Administrator on matters pertaining to monitoring and approval of contracted medical services providers; including but not limited to physicians, dentists and psychiatrists.
- Establish and disseminates Medical Division mission statement, metrics and objectives, coordinates the performance of evaluations, training and staff development; makes recommendations on discipline.
- Guides and approves the formulation and administration of medical/health programs and administrative rules and regulations.
- Participate in the preparation and presentation of the budget, cost control and monitoring; determines priorities on budget items, develop alternatives, and provide fiscal analysis in collaboration with Medical Administrator.
- Prepares and documents facts for testifying in Court; serves as a Subject Matter Expert (SME); or identifies and appoints appropriate designee(s)
- The successful candidate must demonstrate proven experience and ability in providing administrative oversight, mission directives and strategic vision to mental health, medical and clinical professionals within a broad geographical jurisdiction

**MINIMUM REQUIREMENTS (Licenses, Certificates, Degrees or Credentials)** – This position requires licensure by the Nevada State Board of Medical Examiners as a physician or administrative physician; with at least 5 years of experience in a Medical Administrator or equivalent capacity.

**To Apply:**

Please submit a comprehensive resume or curriculum vitae and a cover letter, specifying your qualifications for this position. Document **must** include a detailed description of your employment history, assigned duties & responsibilities, number and classification(s) of staff supervised, and professional references to:

**Kenneth Goodly, Human Resources Analyst 2, 3955 West Russell Road, Las Vegas, Nevada 89118 or email at [kgoodly@doc.nv.gov](mailto:kgoodly@doc.nv.gov).**

**Applications will be accepted until recruitment needs are satisfied**

Qualified individuals are encouraged to submit their application as early as possible, as this announcement may close at any time without notice.