



Job Description

Medical Director

Position Title:	Medical Director
Reports to:	Executive Director
FLSA:	Exempt
Classification:	Director
Salary:	\$215,000.00
Benefits:	Medical/Vision/Dental Insurance, Annual \$1,500 401(k) deposit, PTO
Date:	September 2025
To Apply:	Please send your resume and cover letter to Shandra Benito at sbenito@preterm.org
Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare. Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.	

Position Summary: The Medical Director is a 4 day per week position. The Medical Director is responsible for the supervision and management of all Preterm physicians, residents, and advanced practitioners, as well as the final signatory on all medical practices, policies, and procedures, and serves as the lab director. They will participate in strategic visioning as part of Preterm's senior leadership team and ensure delivery of high quality, compassionate, patient-centered and whole person healthcare. As one of Preterm's abortion providers, they will work in clinic a minimum of 4-6 days per month in addition to administrative days to focus on the above administrative responsibilities.

Duties and Responsibilities

Patient Care (4-6 Days Per Month)

- Provides reproductive health services, including medication abortions, procedural abortions, and sexual health appointments.
- Delivers compassionate and evidence-based care, ensuring a positive experience for every patient.
- On call for nursing department for complications and emergencies.

Clinical Leadership:

- Supervises and mentors Preterm clinicians and residents, providing guidance and performance evaluations.
- Leads a positive workplace culture based on honesty, trust, and mutual accountability

- Supports national and regional partners with clinical abortion research.
- Leads the design, development, and implementation of research initiatives that advance clinical practice, improve patient outcomes, and align with Preterm's mission and strategic goals.
- Develops and updates clinical policies and procedures in conjunction with the Director of Nursing.
- Works with clinic leadership and administrative staff to improve clinics' financial sustainability through the development of new service lines and clinical services.
- Assists fundraising and development staff with researching and writing clinical services related grants and projects.
- Participate in quarterly All Staff Meetings.
- Represents Preterm as an expert in state and national media and in court cases related to expanding abortion access as opportunities arise.
- Approve drug orders, DEA licensing, and other pertinent documents.

Regulatory and Quality Compliance Leadership:

- Review and develop internal Policies, Procedures, Guidelines and Processes relating to regulatory compliance and accreditation requirements.
- Serves as the Preterm Lab Director ensuring compliance with best practices and alignment with legal regulations.
- Reviews and analyzes clinical activities and data to improve operational and service delivery
- Stays up to date on best and emerging practices and clinical guidelines.
- Works with the Director of Nursing and Compliance Administrator to ensure that Preterm meets or exceeds regulatory and accreditation standards.
- Review AAAHC standards and other regulatory compliance issues.
- Respond to AAAHC and other regulatory deficiencies or non-compliance issues.
- Works with Compliance Administrator to facilitate the Patient Quality and Care Committee.
- Provides medical guidance to the Patient Quality and Care Committee in maintaining appropriate medical protocols and Guidelines with respect to current and changing scientific advances, changing regulatory requirements, internal quality improvement studies, optimizing organizational resources, and client satisfaction studies.
- Reviews charts with reportable incidents to determine potential problems.
- Maintains in-network status with public and private health insurance and advises on network expansion

Education & Training

- Supervises, mentors, trains, evaluates, and provides feedback to Reproductive Health Providers.
- Manages Preterm resident training program and serves as preceptor for medical students and residents.
- Manages Preterm Provider Privileging and Credentialing process and makes recommendations to the Preterm Board for approval.
- Provides consultation to Preterm Reproductive Health Providers and any other clinical or non-clinical staff as needed.
- Leads ongoing clinical education for staff and providers.

- Assists with recruitment and onboarding of medical staff.

Values and Behaviors

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|-------------|-----------------------------------|
| 1. Respect | 4. Feminism and intersectionality |
| 2. Autonomy | 5. Excellence with integrity |
| 3. Empathy | 6. Intentional stewardship |

Job Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. High level of interpersonal skills needed to communicate effectively and supportively with staff and clients.
3. High level of problem-solving skills needed to find solutions to complex problems.
4. Ability to be self-motivated; demonstrates initiative and offers suggestions for improvement.
5. Demonstrated ability in collaboration
6. Commitment to continuous learning
7. Ability to demonstrate discretion and good judgment in applying clinic policies and procedures
8. Excellence in time management and organizational development.
9. Ability to function creatively and supportively in a crisis.
10. Ability to use a personal computer and proficiency in MS Office [Outlook, Excel, Word] or similar software is required. Experience with an electronic health record system is preferred.

Education and Experience

- MD or DO Licensure in the state of Ohio
- Minimum 5 years of experience as an abortion provider and 2 years of clinical management or supervisory experience.
- Board certified in OB/GYN required, board certification in Complex Family Planning encouraged
- Qualify for D.E.A. certification

Working Conditions and Physical Requirements

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office and healthcare clinic setting although off-site meetings in various settings occur.

- Some travel by personal automobile is required.
- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

I have read and understand the responsibilities in this job description

Employee
signature

Date

Supervisor
signature

Date

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.