
Contracted Medical Director

Suquamish CARE Center

Opioid Treatment Program (OTP) | Pre-Operational / Clinic Build-Out Phase– Poulsbo, WA Contract Position

Position Summary

Suquamish CARE Center is seeking a **Contracted Medical Director** to support the planning, development, licensing, and pre-operational readiness of a new **Medically assisted Treatment Program (OTP)**, currently under construction. This role is responsible for ensuring full clinical, regulatory, and accreditation compliance prior to patient services.

The Medical Director will guide clinic build-out, policy development, staffing models, SAMHSA certification, DEA registration readiness, and accreditation preparation in accordance with **42 CFR Part 8**, state OTP rules, and accreditation standards.

Key Responsibilities

Regulatory & Compliance Leadership

- Lead clinical compliance for OTP startup under **42 CFR 58.12**, SAMHSA OTP certification, DEA registration, and Washington State OTP licensing (WAC 246-341).
- Support accreditation readiness (Joint Commission, CARF, or equivalent).

Clinical Infrastructure & Facility Design

- Advise on clinical space layout including dosing areas, secure medication storage, exam rooms, and patient flow.
- Ensure compliance with DEA security standards and **42 CFR Part 2** confidentiality requirements.
- Review EHR/EMR, dosing software, PDMP access, and documentation systems.

Policies, Procedures & Protocols

- Develop or approve all required OTP clinical policies prior to opening, including:
 - Admissions and telehealth screening protocols
 - Methadone and buprenorphine dosing

- Diversion Control Plan
- Medication storage, dispensing, and take-home procedures
- Toxicology/UDS protocols
- Emergency response and care for special populations

Staffing & Training Development

- Define clinical staffing structure and credentialing requirements.
- Develop and oversee pre-operational training for clinical staff, including dosing safety, diversion prevention, emergency response, and documentation standards.

Quality & Program Readiness

- Establish QA/QI systems required for OTP operations.
- Participate in pre-licensing inspections and readiness walkthroughs.
- Approve clinical readiness prior to clinic opening.

Community & Care Coordination

- Support development of care coordination pathways with hospitals, behavioral health providers, and corrections partners.
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Minimum Qualifications

- Licensed physician (MD/DO) eligible to serve as Medical Director for Suquamish CARE Center
 - Experience in addiction medicine, psychiatry, pain management, or related field preferred
 - Knowledge of federal OTP regulations and controlled substance requirements
 - Experience with SAMHSA certification, DEA processes, and/or OTP startup strongly preferred
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Contract Details

- Part-time, contracted role during development and pre-opening phase
 - Hours and compensation negotiable based on experience
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How to Apply


Submit a cover letter, CV, summary of relevant OTP or clinic start-up experience, fee structure, and three professional references.

Contact:

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