**Chief Medical Officer Job Description**

## Primary Accountability

Responsible for all clinical services at all [CHC] medical sites. This responsibility includes the authority to oversee all aspects of health care delivery including planning, resource allocation, growth and development, regulatory compliance, quality, efficiency and the recruitment and supervision of all medical staff. This is a full-time position with a flexible balance of clinical and administrative duties targeting an approximate time ratio of 50% administrative and 50% clinical but could be adjusted depending on clinic needs. Clinical duties may include inpatient and outpatient services as a primary care provider including on-call responsibilities if appropriate.

## Primary Duties & Responsibilities

1. Provides leadership to the medical providers and staff
   1. Leads delivery of medical patient care across all functions and sites; maintains the delivery system. Anticipates and plans for changes in the health care environment and market place
   2. Maintains consistent interaction with the providers, staff and community demonstrating exemplary behavior
   3. Demonstrates being well informed about health care and community health centers
   4. Represents clinical management and providers at administrative meetings, communicates information, and seeks input on decisions from providers
2. Administrative duties and responsibilities
   1. Oversees, monitors and updates medical clinic policies and procedures
   2. Oversees, monitors and updates the medical scope of practice as defined under the 330 CHC program requirements and FTCA
   3. Ensures that all health services are provided in the most cost effective and efficient manner
   4. Ensures the credentialing and privileging of medical providers
   5. Ensures the completion of medical peer review requirements
   6. Collaborates with the CEO, CFO and HR in designing and sustaining provider compensation systems
3. Oversees and supports compliance requirements for Patient Centered Medical Home and Meaningful Use
4. Participates in monthly meetings of the Board of Directors and bi-monthly Board Quality Committee meetings
5. Clinical responsibilities
   1. Develops collaborative teams of Physicians, Physician Assistants and Nurse Practitioners
   2. Recommends and oversees clinical objectives through evidence based programs and processes
   3. Develops the clinics health care plan based on community health needs and epidemiology of the community and populations of the clinic
   4. Oversees clinical productivity
   5. Performs the duties of a provider as outlined in the relevant job description
   6. Serve as preceptor to providers in training

**Leader Primary Duties & Responsibilities**

1. Consistently exhibits all the [CHC] Service Standards with patients and co-workers and contributes to a work environment that is supportive and values the contributions of everyone.
2. Leadership duties and responsibilities
   1. Commits to the CEO’s Leadership Expectations as a leader of people and working as part of the Leadership Team.
   2. Actively participates in Executive Team presenting information and communicating messages to and from the department
   3. Communicates effectively with patients and all levels of the organization implementing the Clean-

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* 1. Develops and maintains policies and procedures as appropriate to role
  2. Continues skill building and learning to stay current with trends and implements appropriate changes within area of responsibility

1. Human Resources duties and responsibilities
   1. Actively participates with Human Resources in the hiring process
   2. Develops and coordinates new hire on-boarding program and continued training programs for all staff within the department
   3. Adheres to the policies of [CHC] when evaluating and coaching employees
2. Strategic Planning duties and responsibilities
   1. Meets strategic goals and communicates them effectively to staff
3. Budgeting duties and responsibilities
   1. Effectively manages expenses for the department adhering to the operational budget
4. Quality Improvement duties and responsibilities
   1. Reviews and investigates portal events within policy timeframe
   2. Actively participates in the department QI program

## General Development

1. Requires significant organizational skills, to manage and direct the significant segments of the organization
2. Job duties require the ability to work independently and as part of a team
3. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances
4. Employees are expected to devise effective solutions to situations encountered based on the general goals and objectives of the function
5. Work requires the incorporation of departmental/functional processes into the overall functioning of the organization
6. Duties require drawing conclusions using inference and logic, which may be different than the conclusions that could be drawn by others
7. This position requires the exercise of management authority over other employees, including Medical Director, Director of Nursing Services and Executive Assistant to the Chief Medical Officer

## Professional & Technical Knowledge

Performance of the duties and responsibilities of the job requires:

1. Graduation from an accredited school of medicine or osteopathy for M.D. (Doctor of Medicine) or

D.O. (Doctor of Osteopathic Medicine) and completion of US residency program, or

1. Graduation from an accredited school of medicine or accredited Physician Assistant or Nurse Practitioner program and preferably two or more years of experience in a similar position, and

# High level of expertise in all facets of the medical industry including the community health center system, including laws and regulations, standards and protocols, organization and management techniques and other industry knowledge and skills typically acquired through

a combination of formal training (e.g., a Master’s Degree in Public Health or Health Care Administration) and/or leadership experience.

## Additional Job Requirements

1. Must have reliable transportation and provide documentation of auto insurance and valid driver’s license as required
2. Current provider licensure in the [State] with full prescriptive authority
3. Active DEA with no restrictions

## Technical Skills

1. Ability to create highly complex documents in Microsoft Word, including linking multiple files and embedding objects linked to other documents
2. Ability to use advanced functions of Microsoft Excel, such as to create and manage databases, including creating standardized reports, or link multiple worksheets and workbooks
3. Ability to develop sophisticated presentations in Microsoft PowerPoint, including the use of embedded objects, transitions and other elements
4. Knowledge of the Outlook program at a level to train others
5. Fully functional in use of the EMR program
6. Knowledge of the HRIS/Timekeeper program at a level to train others
7. Knowledge of the Accounting/Payroll program at a level to train others

## Communication Skills

1. Job duties require the employee to effectively communicate their opinions and extrapolations of information they collect and synthesize/analyze
2. Employees are required to negotiate resolutions to complex situations which may be inherently adversarial
3. Employees must determine appropriate methods of communicating information through the use of tables, graphs, charts and other visual forms
4. Duties require preparation and execution of presentations to large groups

## Work Environment

Work is performed in an office environment within the clinic

## Blood/Fluid Exposure Risk

 Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

Category II: Usual Tasks do not involve exposure to blood, body fluid, or tissues but may require performing Unplanned Category 1 tasks.

Category III: Tasks involve no greater exposure to blood, body fluids or tissues than would be encountered by a visit. Category 1 task are not a condition of employment.

## Typical Physical Demands

* Sitting for long periods of time
* Occasional lifting up to 20 pounds
* Frequent bending, walking, reaching and kneeling
* Good eyesight and vision for close work/computer screens
* Ability to communicate in person and on the phone
* Frequent use of the keyboard requiring manual dexterity
* Frequent writing requiring manual dexterity

## Comments

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.