

**AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER
HUMAN RESOURCES DEPARTMENT**

February 25, 2010

TO : Deans, Directors, Heads of Academic and Administrative Departments
FROM : Human Resources Department - AUBMC
SUBJECT : VACANCY IN THE OFFICE OF CHIEF OF STAFF

The Office Of Chief Of Staff has an opening for the position of Chief Medical Officer above grade 12. Since this provides an opportunity for PROMOTION from within, kindly circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply.

I. Basic Functions:

The Chief Medical Officer will provide leadership in all aspects of medical affairs with particular emphasis on giving oversight to the credentialing process, patient safety efforts, physician leadership development, clinical performance improvement, clinical care quality and standards, and medical staff strategies that support the growth of AUBMC and its partners' network. The Chief Medical Officer will establish a function for Clinical Program Business Development and Evaluation. The Chief Medical Officer will also give support to the development of clinical information systems that assist clinicians in the delivery of patient care. The Chief Medical Officer reports to the Dean/VP Medical Affairs.

II. Minimum Requirements:

- a. Medical education and training at institutions of high repute.
- b. Board Certification in a clinical discipline.
- c. MBA or equivalent business and management coursework and experience are preferred.
- d. At least 10 years of clinical practice, with a reputation as an excellent physician.
- e. At least 5 years of demonstrable leadership role and achievement in a complex healthcare delivery system.
- f. Knowledge and experience of quality infrastructure, including how to develop and implement decision tools, clinical protocols and guidelines, care management programs, and outcome measurement assessments.
- g. Working knowledge of information technology, including statistical analysis, and medical informatics; understanding of best practices and how to successfully introduce information technology into clinical practice.
- h. Excellent verbal and written communication.
- i. Excellent problem-solving and decision-making skills.
- j. Change leadership.

Interested applicants are invited to fill the online application with their CVs attached prior to March 11, 2010 on the following link: <http://www.aubmc.org.lb/hremp/>

For Internal Applicants: In addition to the updated C.V., a letter of intent should be addressed to the Human Resources Department with a copy to the concerned Supervisor(s).

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.



**Dania Baba Wazzan, PhD
Director, Human Resources Department**