

## JOB DESCRIPTION

*This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.*

<b>Job Title:</b> Chief Medical Officer		<b>Date:</b> February 19, 2009	
<b>Cost Center #:</b> Hospital Administration	<b>Cost Center Name:</b> 261010	<b>Reports to (first level):</b> Vice President for Medical Affairs and the Raja N. Khuri Dean of the Faculty of Medicine and the Medical Center	<b>2<sup>nd</sup> level of Supervision:</b> President

### 1. JOB SUMMARY & SCOPE:

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.

## **2. MAJOR FUNCTIONS PERFORMED**

### **Quality management:**

1. Reviews all department specific patient-centered reporting and gives input with regard to best practices and benchmarks. Conducts regular meetings on what is being measured, results and goals to achieve. Develops a Hospital-wide report card.
2. Serves as the Hospital's Chief Quality Officer.
3. Develops the appropriate Medical Staff structure that will support the development and implementation of effective patient Quality Improvement and Safety plans.
4. Establishes Hospital-wide performance metrics related to Quality, Safety, and Utilization.
5. Advises and updates the Executive Staff of AUBMC on patient Quality and Safety matters regularly.
6. Oversees the hospital infection control program
7. Takes a lead role on sentinel events

### **Clinical care management programs**

1. Oversees clinical activity and program strategy to meet the vision of AUBMC
2. Evaluates all clinical programs for current performance and growth opportunities
3. Works with the Department Chairs to develop evidence-based guidelines for clinical care
4. Assists the Department Chairs in developing business plans for new service lines and new initiatives
5. Establishes and leads a multidisciplinary team, including Medical Staff, Nursing, and other ancillary services, to define, direct, and deliver a patient-centered model of care.
6. Promotes and establish a patient-centered model of care.
7. Works with various disciplines to create strategies to facilitate patient throughput and reduce diversion
8. Collaborate with Nursing to create a high quality care delivery model.
9. Oversees the overall business development function of the clinical departments
10. Collaborates with and assists Department Chairs to develop Departmental Business Plans.
11. Reviews all service excellence tools throughout the AUBMC, shares best practices, and leads performance improvement initiatives to reach benchmarks in patient satisfaction

### **Financial management**

1. Works with Finance to establish financial metrics for the Clinical Programs
2. Assists Finance in developing Business Models to improve the profitability of the clinical services
3. Collaborates with Finance to create actionable metrics reflecting patient volume, utilization, scheduling, etc
4. Review and evaluate the financial performance of Clinical Programs
5. Assists the Dean in achieving all Financial Targets of AUBMC
6. Oversees the utilization review activities and actions related to claims from third-party payers

### **Strategic management**

1. Participates in System-wide strategic plans, contributing to physician alignment strategies.
2. Serves as a liaison with the Medical Staff to implement the Hospital's strategic plan
3. Participates in the development and implementation of a System-wide IT strategy.
4. Assists the Dean in creating opportunities to collaborate with area hospitals.

### **Medical Staff affairs and leadership**

1. Identifies opportunities for future medical staff leaders to develop candidates into effective medical staff officers. Gives support to Medical Staff when needed.
2. Convenes medical directors of specific service lines to share best practices, conduct system-wide educational programs, identify collaborative opportunities, and share technology briefings.

3. Assists the Dean in completing a Medical Staff Development Plan that meets the growth needs of AUBMC
4. Assists the Dean in recruitment efforts
5. Assists the Dean in all Medical Staff and Clinical Matters
6. Assists the Dean in establishing a Medical Staff Peer Review Process
7. Promotes collaboration between clinical departments and ancillary departments to facilitate multidisciplinary initiatives
8. Facilitates, intervenes and moderates all major physician conflicts in collaboration with the Chief of Staff and other appropriate executive team members.
9. Oversee credentialing and privileging of physicians

### **3. PRINCIPAL WORKING RELATIONSHIPS:**

Work closely with senior leadership team members of AUBMC related to various functions

### **4. INDEPENDENCE OF OPERATION:**

- Report directly to the Vice President for Clinical Affairs and the Raja N. Khuri Dean of the Faculty of Medicine and the Medical Center

### **6. SUPERVISORY RESPONSIBILITY:**

Oversee all medical departments of the Medical Center

### **9. MINIMUM JOB REQUIREMENTS:**

#### **Education:**

- Medical education and training at institutions of high repute; Board Certification in a clinical discipline is required.
- Additional education and coursework in management and business would enhance candidacy. An MBA or equivalent business experience preferred.

#### **Experience:**

- At least 10 years of clinical practice, with a reputation as an excellent physician.
- At least 5 years of demonstrable leadership role and achievement in a complex healthcare delivery system.
- 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.
- Needs 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.

**Competencies: Knowledge, Skills, Abilities, Personal Traits**

- Excellent verbal and written communication
- Excellent problem-solving and decision-making skills
- Change leadership
- Visioning
- Financial management
- Quality management

<b>Compiled By:</b>	<b>Approved by (VP Medical Affairs):</b>
<b>Date:</b>	<b>Date:</b>

<b>Hospital Director's Approval:</b>
<b>Date:</b>
<b>HR Director's Authorization:</b>
<b>Date:</b>

<b>Supersedes Description:</b>	<b>Job Code:</b>
<b>Title:</b>	<b>Job Grade:</b>
<b>Grade:</b>	<b>Date:</b>
<b>Date:</b>	