**JOB DESCRIPTION**

Job Classification: Chief Medical Officer

Reports to: Chief Executive Officer

Supervises: Medical Staff Last reviewed: 05/30/2024

POSITION PURPOSE:

This position serves as a member of the Senior Leadership Team and provides clinical leadership and expertise within the medical team to improve patient care throughout Valley View Health Center (VVHC). The Chief Medical Officer (CMO) has responsibility for development of standards, policies, and procedures for clinical practice in the health center; organization, integration, and continuing education of all clinical staff; direction and coordination of diagnostic and evaluative activities, treatment services, and care of patients; and implementation of Federal and State laws and regulations. The CMO is also responsible for building effective relationships with referring physicians to ensure excellent follow-up regarding patient consults and to build an improved culture of collaboration among specialists, primary care providers, nurses, and other staff to meet the needs of patients. This position proactively identifies opportunities to improve the patient and family experience of care and to improve the efficiency and effectiveness of resource use. This position plays an active leadership role in team-based care via Patient Centered Medical Home and other quality initiatives.

MINIMUM QUALIFICATIONS:

**Education**: Graduation from an approved medical program as a MD, DO, ARNP or PA.

**Licensure/Certification:** Current license to practice medicine in the State of Washington and in good standing with any applicable licensure and regulatory body. Satisfies qualifications for insurability under the Federal Tort Claims Act (FTCA) or the professional liability policy offered by VVHC and possess an unrestricted right to prescribe controlled substances and medications. Board certified as applicable.

**Experience:** At least ten years of clinical or private practice experience/patient care after training. At least five years of clinical leadership experience is required.

**Equipment/Skills:** Commitment to healthcare and concern for people in distress, critical listening skills and ability to communicate clearly, desire to work with all types of people, excellent interpersonal skills, ability to work independently, ability to understand complex situations and make sound judgments. Proficiency in electronic health records (EHR) systems and quality improvement methodologies.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

**Status Classification:** Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

A. Renders professional services within the scope of CMO’s training and responsibility, in compliance with applicable laws and regulations (i.e., federal, state, local, or otherwise), and current standards of medical practice. Standards:

* CMO establishes and maintains standards for all medical staff to provide appropriate, continuous care and supervision of patient care.
* Directs and coordinates the procedures for diagnostic and treatment services of all patient care within the Medical Service Line.
* Implements Federal and State laws and regulations pertaining to the clinic.
* Provides updates on medical alert information for the medical staff, including CDC guidelines and infectious disease outbreaks in our service area as well as information released by pharmaceutical companies regarding adverse effects, recalls, etc.
* Collaborates with other members of the Senior Leadership Team to develop and execute strategic initiatives that enhance healthcare delivery and expands services.
  + 1. Provides clinical leadership and oversight among providers within our medical practices.
* Establishes and maintain leadership standards for Assistant Medical Directors.
* Ensures processes are in place so all medical staff perform their clinical and administrative duties.
* Establishes and maintains a system for chart review of patient care for all medical providers.
* Ensures standards are established to review the patient test results and correspondence for absent providers.
* Creates standards to meet emergent needs of the medical provider staff, to insure provider coverage of the medical clinic. Develops and implements clinical policies and procedures that promote quality improvement, patient safety, and evidence-based practices.
* Develops and maintains a procedure manual for the medical clinics.
* Oversees the medical education program for VVHC.
* Participates in the selection of new providers.
* Continues to look for ways to improve medical management of VVHC.

1. Oversees and participates with medical providers approved by VVHC in providing call coverage.
2. Chairs the Clinical Quality Improvement Committee (CQIC) for the purpose of maintaining high practice standards, satisfaction of grant requirements and other quality measurements. The committee tracks incidents affecting the quality of patient care, establishes training and procedure documentation to improve clinical performance of VVHC.
3. Shares responsibility of governance over the electronic health record system to ensure appropriate updates, training, and workflow development.
4. Communicates effectively when acting as a representative of the health center. Standards:

* Promotes harmonious relationships with patients, visitors, and co-workers.
* Communicates openly with providers regarding care of patients.
* Advocates for patients by explaining all procedures and treatments to the patient before they occur.
* Provides medical expertise with respect to planning and establishing goals and policies to

improve medical management.

1. Builds effective relationships with referral sources and consultants.

* Implements standards for appropriate follow-up regarding patient consults.

1. Attends conferences and seminars appropriate to the needs of VVHC, both for networking and for informational needs.
2. Coordinates good working relationships at VVHC between the providers, among the front and back office, and among the other service lines and support departments of VVHC.

* Assesses personnel needs of the clinics, especially as it pertains to the back-office staff and the provider staff.
* Works with clinic leadership to implement conflict resolution among medical staff members.

1. Responsible for providing system wide leadership for the implementation and maintenance of Patient Centered Medical Home (PCMH) and team-based care. This includes:
   * 1. Care coordination through daily huddles
     2. Monitoring system wide specific data
     3. Identifying populations at risk throughout system
     4. Monitoring system site specific population health
     5. Empowering patients through teaching self-management
2. Maintains required trainings:

* Attends all monthly department meetings/trainings.
* Completes annual online trainings as outlined by VVHC to include:
* HIPAA Training
* Cultural Diversity Training
* Blood Borne Pathogens Training
* Sexual Harassment Training

1. May accept engagements to speak, write or publish, lecture, or engage in similar occasional activities, for compensation or otherwise, so long as such activities do not adversely affect provider’s practice. If CMO engages in the practice of medicine elsewhere (i.e., not as an employee of VVHC or for a patient of VVHC), such activities shall not be covered by any professional liability policy provided by VVHC.
2. Through the Quality Assurance/Quality Improvement (QA/QI) Committee, presents reports to the VVHC Board quarterly on the status of the medical clinics, or aspects of interest, regarding medical clinic issues or events.
3. Performs other related duties as assigned. Standards:

* Follows guidelines established at time of assignment.
* Accepts assignments willingly.
* Prioritizes workload to ensure timely completion of assignment.
* Maintains positive relations with leadership peers.
* Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGEMENT:

I have read and understand the above Job Description and agree with it.

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Employee Signature Date

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Supervisor Signature Date