

HOSPITAL CHIEF MEDICAL OFFICER

DEFINITION

Under administrative direction, formulates administrative policies; plans, organizes, directs, and coordinates the medical services and medical training programs at Natividad Medical Center (NMC); and other work as required.

DISTINGUISHING CHARACTERISTICS

The Chief Medical Officer (CMO) reports to and receives administrative direction and policy guidance from the Chief Executive Officer (CEO). This class acts in a liaison capacity between the CEO, governing boards, medical staff, and department heads, and integrates the activities of all departments to ensure maximum operational efficiency. This class is characterized by the responsibility to perform highly complex administrative and professional work, and to direct, establish, and maintain hospital and patient care quality and standards; and coordinate the medical education and training programs at NMC. The CMO defines and ensures effective delivery of medical services, and compliance with local, state, and federal law, The Joint Commission (TJC) standards, and rules and regulations pertaining to the practice of medicine. This position is responsible for identifying the department's goals and objectives, establishing operational guidelines related to the department, and ensuring compliance through NMC's Chiefs of Staff.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Plans, develops, and implements departmental goals and strategies for health care to ensure the effective delivery of medical services as well as compliance with local, state and federal laws, TJC requirements, Title #22 regulations, rules and regulations pertaining to the practice of medicine within the NMC.
2. Directs and coordinates hospital policies, administrative directives and medical staff by-laws in the areas, but not limited to, quality assurance, control and improvement, utilization review, cost control, clinical department services, continuing education, and medical school affiliation.
3. Maintains liaison with professional groups and medical agencies within the County.
4. Plans and directs medical research and medical training programs of resident physician and surgeons and other medical support personnel in accordance with standards established by hospital administration and accrediting agencies.
5. Provides leadership in setting the standards of professional conduct for the medical staff, under his/her supervision within the Medical Center.
6. Responsible for maintaining acceptable standards of teaching programs and research.
7. Supervises and evaluates the services provided by the medical departments and implements changes as necessary; consults with and advises the hospital's organized medical staff (i.e., attending physicians, hospital based physicians, house staff, contract physicians) the elected officers and committee bodies on administrative directives, regulatory policies and procedures.
8. Responsible for maintaining high quality of patient care and the introduction of modern techniques and therapeutic agents.
9. Instructs and advises medical support departments, such as Nursing, Pharmacy, Dietary, Radiology, Respiratory Therapy, Physical Therapy, etc. on medical service and training programs, policies, and procedures to ensure the quality of patient care.

10. May serve as an active staff member in the medical department of his/her specialty; interviews and/or reviews recommendations of chief of medical departments of applicants for professional medical positions and recommends to the CEO the appointment or removal of professional medical personnel.
11. Acts as liaison for the medical staff at various medical committee meetings; attends conferences and professional meetings.
12. Prepares records and reports; may assist CEO in formulating and developing a total medical service budget.
13. Advises the CEO on medical and administrative problems; confers regularly with and reports to the CEO.
14. Responsible for the dissemination of medical information to the press and other news media.
15. Provides professional medical services as necessary.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Current principles and practices of medicine.
2. Methods, techniques, practices, principles, and literature in the broad field of medical sciences.
3. Administrative practices and procedures, rules, regulations, policies, and standards related to hospital medical services.
4. Principles of effective supervision and organization.
5. Functions and services of public hospitals and health agencies.
6. Laws and regulations governing public hospitals and medical centers.
7. Highly specialized techniques, procedures, and equipment used in the medical or surgical specialties.

Skill and Ability to:

1. Plan, organize, and direct the medical services of a large hospital.
2. Exercise initiative, ingenuity and sound judgment in solving difficult technical and administrative problems.
3. Analyze, evaluate, plan and implement health care programs.
4. Coordinate medical training programs for interns, residents, and others; supervise and coordinate medical research programs.
5. Perform medical diagnosis and treatment.
6. Review and evaluate the work of professional staff.
7. Use modern hospital technology effectively, including computers and software.
8. Establish and maintain effective relationships with physicians, staff, patients, and others.
9. Speak and write effectively.
10. Present information effectively before medical as well as other groups.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Possess a valid Physician's and Surgeon's Certificate issued by the State of California

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education

Experience

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Mobility, flexibility, gross body coordination, and dexterity sufficient to work in a typical office environment.
2. Ability to sit and/or stand for long periods of time (meeting/event attendance, long car trips or in office).
3. Acute vision, visual color discrimination, hearing, voice, smell, and sense of touch typical for an office environment.
4. Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events.

CLASS HISTORY

Class Code: 54B70
Established Date: December 2008
Revised Date: (New)
Former Title: (New)

CLASS DATA

Job Group: 09
EEO Category: P
Work Comp. Code: 9043
Bargaining/Employee Unit: Y
FLSA: E
MOCO OT: N

Prepared by: Gerta McClay, SPHR, IPMA-CP
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Approved by:

/s/ Janine Bouyea
NMC Human Resources Administrator

4/25/09
Date