

## **POSITION DESCRIPTION**

**Job Title:** **Associate Medical Director – Practice Transformation**

**Date:** **September 2013**

### **General Description:**

The Maine Quality Counts (QC) Associate Medical Director for Practice Transformation provides support to the QC Executive Director and staff team to ensure the success of QC clinical efforts to support primary care practice transformation and other quality improvement initiatives. The Associate Medical Director provides input, advice, and support to a range of clinical, operational, and health-related policy issues required to meet the QC organizational mission and program objectives. The Associate Medical director provides leadership for QC quality improvement programs and assists with monitoring programmatic quality measures and outcomes, and brings clinical, quality improvement, and leadership experience to support the clinical credibility of QC quality improvement initiatives. As a member of the QC senior management team, the Associate Medical Director works closely with the QC Executive Director, Deputy Director, and senior staff to support QC programs, and brings creative problem solving and management skills needed to assist with supporting the strategic direction for a fast-paced, high-growth, mission-driven organization.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Physician, nurse practitioner, or physician assistant licensed in Maine with experience and/or capability to lead complex health improvement initiatives
- Minimum of five years clinical experience in a health care setting
- Minimum of two years experience in a management or leadership role in a health care or health-related environment; experience in and knowledge of Maine healthcare environment preferred
- Knowledge of primary care practice redesign, Patient Centered Medical Home principles, use of electronic health records, and continuous clinical quality improvement methodologies; preference for clinicians who additionally have experience in collaborative leadership and systems thinking, and direct experience working in grant-funded programs
- Ability to work both independently and to collaborate with teams of individuals in diverse settings, with solution-oriented approach
- Ability to lead teams to reach complex, multi-faceted organizational goals, and to problem solve to ensure mutual collaboration and respect among team members
- Ability to work within rapidly changing environment and programs; experience with change management preferred.
- Excellent inter-personal and relationship management skills, including ability to build and grow networks of relationships with Maine health care providers
- Excellent oral, written and presentation skills

### **ESSENTIAL FUNCTIONS AND PERFORMANCE EXPECTATIONS**

#### ***1. Supports Primary Care Practice Transformation Efforts***

- Works with QC staff team to provide support to primary care practice teams to successfully transform to more patient-centered, high-value models of care – e.g. practices participating in Maine Patient Centered Medical Home (PCMH) and Health Homes (HH) initiatives. Relevant functions include the following:

- Works with QC PCMH team to develop educational initiatives for primary care practices, such as content and agendas for PCMH Learning Sessions and regional meetings, and educational webinars for PCMH/HH practices.
- Takes leadership role in PCMH/HH-related meetings, such as PCMH Learning Sessions and regional meetings, leading and/or delivering educational content at meetings as needed.
- Provides direct outreach and support to PCMH/HH practices as needed to support successful adoption of practice transformation changes.
- Provides input and direction on clinical quality issues related to practice transformation.
- Provides support to PCMH team to monitor implementation of PCMH Core Expectations by Pilot/HH practices.
- Supports review and analysis of quality measures and outcomes from participating practices to drive practice improvement.
- Supports development of new QI services offered in support of practice transformation.
- Provides leadership and supports PCMH Working Group and related meetings as needed.
- Works with Community Care Team Program Manager to provide support for Community Care Teams medical directors and participates in CCT Learning Sessions, webinars and conferences as needed to improve care and reduce utilization for high-cost, high-needs patients

## **2. *Provides Support for Other QC Clinical Improvement Initiatives***

- Provides input on the development, implementation, and evaluation of other QC clinical quality improvement initiatives as required.
- Provides input to QC Learning Community as required, advising QC staff on relevant topics and speakers for educational webinars and meetings reflecting learning and improvement needs of health care providers.
- Researches, informs, and guides the QC staff team on relevant issues related to quality of care, continuous quality improvement principles, health care delivery system reform, and health care market; actively works to promote adoption of change where appropriate.

## **3. *Provides Organizational Leadership***

- Participates in QC senior staff meetings (e.g. Operations Management Group) as needed to help guide successful development and implementation of QC programs.
- Demonstrates collaborative leadership skills to promote successful team functioning and organizational success – e.g.
  - Involves others in planning, decision making, and assessment processes, providing necessary information and direction and seeking continuous improvement in medical programs, operations and clinical efficiencies.
  - Promotes collaborative approaches to better understand and serve the health care needs of the Maine health care community.
  - Serves as a catalyst for change by seeking opportunities to shape the environment in support of QC's mission, vision, and values, and facilitates change by providing direction and support.
- Stands in for QC Executive Director for meetings and presentations as needed
- Provides support to QC Executive Director in interactions with Board of Directors and Executive Committee, including providing reports and updates to Board as needed.

## **WORKING CONDITIONS**

- Ability to travel throughout the state
- Normal office conditions with little exposure to excessive noise, dust, temperature, etc.
- Work may involve extended, off-business hours (e.g. evening meetings) as needed

## **REPORTING RELATIONSHIPS**

Reports to the Maine Quality Counts Executive Director.