



Job Description

Job Title: Chief Medical Officer

Department: Administration

Reports To: Chief Executive Officer

FLSA Status: Exempt

Approved By: Roshawn West, HR Manager

Approved Date: January 16, 2019

Summary

The Chief Medical Officer (CMO) will promote a healthy community through the provision of accessible, respectful, and collaborative care with local partners; to all individuals and families regardless of insurance status. The CMO provides medical leadership and administrative oversight of JPCHC service lines. Provides direct patient care in addition to supervising clinical operations and medical provider staff. The CMO is integrally involved in ensuring quality patient care and participates in quality improvement initiatives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develops, reviews, and implements clinical practice guidelines and protocols using quality and evaluation activities in accordance with JPCHC policies.
- Institutes procedure for on-going chart review, medical care review, and professional standards, ethics and overall quality assurance program
- Work closely with the Director of Behavioral Health, the Chief Financial Officer, and Dental Director to ensure that mental health, oral health and primary care services are delivered in a seamless service delivery model by all Care Teams
- Establishes effective medical leadership, organizes and facilitates staff development activities.
- Develops medical staff infrastructure that supports the delivery of quality and evidence-based health care services in furtherance of JPCHC's mission.
- Oversees leadership to prevent, detect and correct any non-compliance within JPCHC medical staff.
- Evaluates quality initiatives to ensure effective and efficient health center procedures and protocols and provide support in implementing and developing quality assurance practices.
- Assists in strategic and financial planning to set short- and long-term goals for clinical excellence.
- Works in collaboration with other medical providers within the organization to ensure quality patient care and provides support to all JPCHC providers.
- Provides medical perspective and leadership in critical incidents, medical billing, and quality measures.
- Assures compliance with all legal and policy requirements of any and all legal entities. Establishes procedures to meet medical/legal requirements and ensure proper adherence to those requirements, in conjunction with the Chief Executive Officer.
- Maintains responsibility for the management and processing of malpractice claims-related activities and serves as the claims point of contact for the organization.



- Establishes and modifies, as necessary, policies and procedures for the medical department, in conjunction with the Chief Executive Officer.
- Maintains diligent monitoring of all medical activity through Electronic Health Records and internal documentation.
- Will directly treat patients as duties will allow.
- Formal collaboration agreements with Advanced Practice Nurses (NP)

Supervisory Responsibilities

- Daily supervision of all staff positions as outlines on the JPCHC Organization Chart.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Graduation from an accredited college or university accredited by the American Medical Association with a Doctor of Medicine (DO/MD).
- Successful completion of an approved program of residency training in family practice.
- 3-5 years of Family practice experience required.
- 2-5 years of administrative or supervisory experience in ambulatory or public health preferred.
- Board Certification in Family Practice required.
- Strongly preferred experience and knowledge in Population Health Practice.
- EPIC experience preferred.

Computer Skills

To perform this job successfully, an individual should have proficient computer skills, including Microsoft Office (specifically Word and Excel), Electronic Medical and Health records, and other applications.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- The noise level in the work environment is usually moderate.

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

____/____/____
Date

ACKNOWLEDGED: Employee Signature

____/____/____
Date

PRINT: Employee Name