

**Chief Medical Officer
Job Description**

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| Reports to: | Chief Executive Officer |
| Classification: | Exempt |
| Department/Site: | Administration |

Major Functions:

Under the direct supervision of the Chief Executive Officer, the Chief Medical Officer provides general supervision and leadership for the clinical program. The responsibilities of the clinical director are generally to enforce by-laws governing medical care, assure that quality medical care is provided and serve as a liaison between the medical and administrative staff.

Essential Functions:

- Demonstrates ability to coordinate and supervise medical activities.
- Understands the goal and objectives of the Corporation as set out in the By-Laws and Policy and Procedure Manual.
- Assist physician and mid-level providers with problems and needs with the assistance of the Chief Operating Officer.
- Advises, consults, and evaluates the competence and quality of clinical support services.
- Assists in the formation of establishing medical policies with the assistance of all medical and clinical care staff and care providers.
- Ensures the preparation of clinical reports required by funding sources to ensure completeness and accuracy.
- Establishes health care standards and protocols for each medical services and program.
- Participates actively in Performance Improvement Activities.
- Assures reviews of medical records, clinical logs, tickler and tracking documents as relevant to patient care services.
- Provides on-site medical services, diagnosing patient problems on the basis of history physical exam, and the interpretation of laboratory data.
- Maintains complete, up-to-date and accurate problem oriented medical records.
- Reports monthly to the Board of Directors regarding the Health Center's clinical activities and explain, clarify or interpret issues which may affect the Health Center's medical services.
- Evaluates the performance of each chief clinician and other medical staff through the completion of performance evaluation.

- Allocates at least 20% of his/her time to administrative duties that includes, but not limited to staff development, conduct regular staff meetings for support and provider staff, consulting with the Human Resource Director in the recruitment and retention of qualified medical Personnel and formulation and assigning staff to collaborative initiatives and other networking activities of the organization.
- Maintains with public and private clinical care referral sources.
- Verify and sign designated time and attendance documents.
- Set a positive example for the other employees to model by daily demonstration of team building and motivation.
- Oversees and directs the quality assurance process.
- Schedules meeting with the Clinical Services Director, provides and collaborative teams.
- Schedules and coordinate full staff meetings.
- Ensures confidentiality of patient information and records.
- Assists in the proper enforcement of CLIA and OSHA requirements.
- Maintains licensure and certification as required by the job description.
- Completes medical records of patient seen in a timely manner.
- Demonstrates professionalism at all times when representing the organization.
- Coordinates services with other chief clinicians, specialists and community resources.
- Demonstrates sensitivity to cultural issues and a positive attitude when dealing with patients, colleagues and resource people from outside of the center.
- Serves as preceptor for center mid-level providers, medical students and residents.
- Attends classes, workshops and seminars as appropriate to maintain clinical competency and stay informed of changes in community health.
- Develop and evaluate relevant patient education tools as appropriate.
- Maintaining medical care guidelines by updating and/or revising of medical by-laws as appropriate.
- Performs other work related duties as necessary.

Job, Skills and Requirements:

- Current licensure.
- Able to work independently.
- Excellent interpersonal skills.
- Maintain CPR certification.
- Excellent verbal communication skills.
- Good written communication skills.
- Legible handwriting skills.
- Ability to recognize and maintain confidentiality of information as appropriate.
- Regular timely attendance.
- Ability to relate well with patients and other health care personnel.
- Cultural sensitivity appropriate to ethnically diverse patient and employee base.
- Willingness to education patients and the community in health maintenance and the role of the health care team.
- Ability to work as a team member.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Relationships: Directly responsible to the Chief Executive Officer, with frequent or continuous contact with Clinical Service Director, Chief Operating Officer, Chief Financial Officer, requesting organizational elements, department heads, receiving parties and vendors.

Educational/Skills:

Graduate of an Accredited School of Medicine or Osteopathy, completion of an Accredited residency program in Family Medicine, Pediatrics, Internal Medicine, or Obstetrics/Gynecology, possess a valid State of Mississippi Medical License and unrestricted privileges under the Controlled Substances status of the Drug Enforcement Agency.

Mental Demands:

He/she must be able to continuously use sound analytical thinking in providing patient care and supervising other physicians. He/she must be able to reason in the practice of medicine. He/she must be able to communicate effectively both orally and written. He/she must be able to deal effectively with patient and staff emergencies.

Maintains accurate Health records, both oral and written in a timely manner. Provides primary health care services in accordance with accepted standards of care and approved protocols. Exercises best clinical judgment in the provision of care. Consults with appropriate provider in those areas of medical practice which require special judgment, consultation or individual discretion. Reports any events or circumstances which hinders delivery of quality health care. Participates in community service activities.

Physical Demands:

Capable of performing a complete history and physical. Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and waling for long periods of time. Must occasionally kneel, twist, have ability to grasp firmly, lift and carry, push and pull in excess of 10 pounds. Requires exposure to communicable disease and bodily fluids. Requires working under stress in emergency situations or during irregular hours.

I acknowledge that I have read this job description and I understand and accept the performance expectations described.

Signature of Employee

Date

Signature of Supervisor

Date