Title: Chief Medical Officer

Department: Medical
Supervisor: Chief Executive Director
Supervisory Responsibility: Physicians, NP/PA, Practice Manager & Patient Care Navigator
FLSA Status: Exempt

Summary

Improve the overall health of the communities we serve by managing the medical clinics of UNITED HEALTH CENTERS (UHC) and patient care as follows:

Essential Duties and Responsibilities   Clinical

- Assess and treats patients in accordance with UNITED HEALTH CENTERS (UHC) policies and protocols reflecting patient care.
- Consults regularly with health care providers at all UNITED HEALTH CENTERS (UHC) sites.
- Conducts regular Lead provider briefings to communicate policies and procedures, develop problem solving techniques, acquire team-building skills and seek input from the front line regarding patient care.
- Maintain accurate written protocols for provider duties; regularly reviews and revises protocols as needed.
- Active involvement in electronic medical record system development/improvement.
- Maintains a high energy level which can comfortably perform multifaceted projects in conjunction with day to day activities.
- Performs other duties as assigned

Administrative Duties

- Participates in management team meetings, budgets, personnel, and succession planning as required.
- Develop new clinical programs, or update existing programs, as needed to maintain quality patient care.
- Participate in the selection of physicians, nurse practitioners, and other clinical staff as needed.
- Serve as the agent of physician performance evaluation and recommended corrective action Executive Director.
- Develop and help maintain the structure around which continual improvement and change can take place in the clinical settings.
- Direct supervision of lead clinicians and administrative assistant and indirect supervision of all clinical medical providers.
- Help in work force development so that we will continue to have a supply of providers.
- Help develop provider leaders in our organization that will allow for a growth through this leadership.
- Be an example/mentor to providers relating to use of technology and best office practices.
- Help mediate professional disputes and interdepartmental problems.
- Help develop the infrastructure and training for provider leadership.
- Represent the views, needs, concerns, and policy proposals of the medical staff to the CEO or board.
- Assists HR in the recruitment and interviewing of medical staff and recommends hiring and other disciplinary actions for the same.

UHC Chief Medical Officer

- Does Clinical Personnel evaluations for the Lead providers and arbitrates any conflicts in clinical provider evaluations of all other medical providers.
- Provide clinical insight and judgment for operations of the business.
- Provide clinical perspective to new technologies of care and advising on the means with which to incorporate that technology into practice.
- Assists in the presentation of reports on health issues to the Board of directors as determined by the CEO and/or Board of directors.
- To glean from other CMO's in the community their unique perspectives related to help meet the changing needs of the community state and nation Quality Assurance.
- Participate in the development, implementation, and operation of Quality Assurance programs.
- Review patient satisfaction surveys, and participate in implementation of changes/ improvements to clinic services as needed.
- Review and approve patient education materials.
- Be the clinical leader that helps orchestrates the triple aim of improved access, better quality at a reasonable cost.
- Oversee the peer review process for medical providers to ensure medical charts are accurate and complete according to established format and legal requirements.
- Recommends evaluation standards for clinical personnel.

Liaison
- Meet regularly with the Chief Executive Director to review clinical staff concerns and recommendations
- Works with other Directors to ensure a team approach to clinic management.
- Promote collaboration and cooperation in the medical community to allow our patients the access to care they need, especially specialty care
- Representation of UNITED HEALTH CENTERS (UHC) via networking on a local, state and national level with other Community Health Centers, Health Care Organizations, and Institutions of higher learning where Medical students and residents are involved in training.

Qualifications

Experience: Previous experience working with underserved populations highly desired. Certification through the Drug Enforcement Agency and valid licensure in North Carolina required. CPR certified.

Education: Completion of accredited medical doctor or doctor of osteopathy program required. Board certification or board – eligible in area of specialty (internists/pediatricians, family practice, (obstetrics/gynecology) required. Family Practice specialty strongly preferred.

Other Skills: Must be able to secure credentialing through identified agencies (Medicare, Medicaid etc.).

Must maintain admitting privileges at community hospitals utilized by UNITED HEALTH CENTERS (UHC) clients. Effective oral and written communication skills required. Basic computer and keyboarding skills required.

Physical Demand

Providers must be able to move around the facility between 1/3rd and 2/3rds of the day, as well workstation or in patient rooms. Using hands occurs over 2/3rds of the day, while reaching with arms occurs less than 1/3rd of the day. Communicating is also required over 2/3rds of the day, while climbing, stooping or crawling is minimal. Lifting up to 10 lbs. occurs about half the time, while up to and above 25 lbs. occurs only occasionally.

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

SIGNATURES:

Print Employee Name: _____

Employee Signature: _____

Date: _____

Print Supervisor/ Manager Name: _____

Supervisor/ Manager Signature: _____

Date: _____