LA PINE COMMUNITY HEALTH CENTER

Position: Chief Medical Officer

Supervisor: Chief Executive Officer

Effective Date: March, 2014

General Statement of Duties

The Chief Medical Officer (CMO) shall be a fully accredited medical doctor licensed to practice medicine in the State of Oregon. The CMO must have the ability to manage, supervise and train the providers and medical staff. Duties also include the ability to plan and direct medical programs for implementation in the La Pine Community Health Center (LCHC) as well as the ability to develop and implement quality assurance, quality improvement and assure high quality of patient care that meet Federal standards.

Detailed Responsibilities:

- Assist in the achievement of high quality primary care services for LCHC.
- Provide medical/technical resources to LCHC and its providers.
- Assist the CEO in the selection and evaluation of provider staff.
- Manage and supervise the providers and medical staff as assigned.
- Provide consultation and peer review for all providers of LCHC staff.
- Perform, or assign, patient chart reviews for Physician Assistants per State and Federal regulations.
- Ensure that the physician assistant supervising physician(s) are in compliance with State rules, regulations, and recommendations.
- Provide technical advice to the CEO on matters of medical judgment.
- Advise the CEO regarding medical staffing requirements.
- Responsible for scheduling medical coverage in accordance to budget requirements.
- Review quality of care provided by LCHC medical personnel through periodic chart review as established by the Quality Improvement Policy and Plan.
- Develop and maintain detailed procedures required for the performance of all activities with this position. Procedures are approved by the Quality Improvement Committee and/or the CEO.
- Maintain an effective quality improvement/quality assurance program and when required assist in moving to the next level (NCQA/PCPCH).
- As directed, report to the LCHC Board of Directors monthly regarding the medical department.
- As directed, report to the LCHC Board of Directors on behalf of the Quality Improvement Committee.
- Determine the need and arrange for continuing education opportunities for medical personnel
- Assist in the development of on-site specialists and advise regarding arrangements.
• Meet with regulatory agencies as necessary to meet the organization's needs, as they relate to LCHC’s medical practices.
• Provide input for the HRSA reports as necessary.
• Assume additional duties as requested by the CEO.
• Excellent oral and written communication skills.
• Demonstrates excellent interpersonal skills.
• Ability to communicate effectively with patients and staff.
• Maintains the strictest levels of confidentiality.
• Demonstrate cultural sensitivity for all lifestyles.

• Performs special projects as assigned by the CEO
• Performs other duties as required.

**Knowledge, Skills and Abilities**

• The CMO shall be a fully accredited medical doctor licensed to practice medicine in the state of Oregon and experienced to perform duties/procedures commensurate with the license.
• The CMO must have the ability to plan and direct medical programs for implementation in the LCHC clinic system.
• The CMO will have the ability to supervise and evaluate all providers—medical doctors, nurse practitioners, physician assistants—and provide professional consultation as required.
• The CMO should have the ability to develop and implement quality improvement/assurance protocols and assure a high quality of patient care which will meet State and Federal standards.

**Physical Demands**

• Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
• Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to assess the patients, comprehend written medical charts, medical information, work instructions, and to review, evaluate and prepare a variety of written documents and materials;
• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to assess patients, use medical equipment, operate computer equipment and other office equipment.
• Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a medical and office environment.
• Sufficient personal and physical capabilities, with or without reasonable accommodation, which permits the employee to make presentations to large and small groups.
• Must be able to occasionally lift up to 30 pounds.
Experience:

Preferred but not required -
- Minimum of two years as a licensed Medical Doctor
- Two years as a provider at a Community Health Center or equivalent
- Two years personnel management experience
- QI/QA management
- Familiar with patient centered medical home model

Unusual Working Conditions:

- Must be able to work beyond normal working hours, including weekends.
- Must be able/willing to attend training sessions or meetings out-of-town on your own time.
- Must be able to use your own vehicle and provide proof of insurance.

(Management reserves the right to change duties and qualifications given on this job description at any time).

Additional Requirements:

- Submit to and pass a drug test
- Successfully complete a criminal background check

Working Conditions:

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

Equal Employment Opportunity Statement:

La Pine Community Health Center (LCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. LCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

Receipt for Position Description

This job description does not imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other related instructions and to perform any other job related duties requested by their supervisor.
I, _____________________________ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of this Job Description and I am able to complete all job responsibilities with or without reasonable accommodation.

___________________________________  _______________________
Signature                      Date