

West Cecil Health Center, Inc. & Qualified Subsidiaries

Job Description

Title: Chief Medical Officer (CMO)

Job #:

Department: Administration

Reports to: President/CEO

FLSA Status: Exempt

POSITION SUMMARY

The CMO contributes to the successful achievement of the West Cecil Health Center (WCHC) mission and strategic initiatives by providing leadership, oversight, evaluation and direction for all clinical operations. With a focus on provider recruitment and retention planning, the CMO assures adequate provider productivity within a quality assurance process. Responsible for overseeing all health center activities that affect the delivery of health services to the community.

SUPERVISION

Supervisor: President and Chief Executive Officer

Supervises: All Clinical Providers, and/or Department Directors

ESSENTIAL JOB FUNCTIONS

1. Clinical Responsibilities: Provides medical services to patients in conformity with clinic protocols and the code of ethics of the Maryland Board of Medicine, and ensures compliance with federal, state, and local standards and contributes to the efficiency of health center operations.
 - a. Performs oversight of clinical services provided to patients by the staff of WCHC.
 - i. Monitors and ensures that the performance quality by clinical staff meets federal, state and local standards.
 - ii. Reviews and resolves patient complaints directly related to medical care.
 - iii. Creates, assists, maintains, modifies and implements WCHC policies and procedures in compliance with current accepted professional standards.
 - iv. Ensures that all requirements of the electronic medical record are met, including but not limited to, documentation of patient encounter, meaningful use, patient self-management goals and review of patient laboratory data.

- v. Ensures that professional persons and facilities used for patient referrals meet the applicable standards of care.
 - vi. Knowledgeable in HRSA guidelines and ensures that WCHC maintains compliance with all applicable regulations and requirements.
 - vii. Conducts provider staff meetings and ensures meeting documentation is maintained.
 - viii. Chairs the WCHC Provider Council.
 - ix. Serves as a super user of the WCHC electronic health record.
- b. Provides oversight to the Quality Management Team
- i. Directs the quality assessment and quality assurance program in compliance with applicable federal, state and local regulations, and ensures meetings are appropriately documented.
 - ii. Establishes and maintains a patient care audit process that ensures the quality of care provided meets acceptable standards.
 - iii. Implements a system of internal peer review and patient chart review.
- c. Acts as medical liaison to the community and provides support to the WCHC Board of Directors.
- i. Serves as the medical professional representative to the healthcare community and other organizations as appropriate.
 - ii. Develops positive relationships with local medical groups, hospital medical staff, medical societies and consumer groups.
 - iii. Coordinates the medical care aspects of agreements with contractors such as health insurance plans, laboratories, hospital, surgical and radiology services and independent healthcare professionals.
- d. Performs direct medical services for patients when time is not exclusively needed for other services.
- i. Performs patient history, physical exam and treatment plans.
 - ii. Performs duties using the WCHC electronic health record including but not limited to documentation of patient encounters, meaningful use, patient self-management goals, closing of patient encounters and review of patient laboratory data.
2. Medical-Legal Responsibilities: Responsible for maintaining medical-legal compliance and ensuring sound procedures are in place for the protection of WCHC staff and WCHC assets.

- a. Has primary responsibility for WCHC FTCA compliance including review of processes to ensure compliance with FTCA protocols and completion of the FTCA application.
 - b. Assists CEO, COO and CFO in the purchase and renewal of GAP insurance policies.
 - c. Ensures medical record documentation meets medical-legal standards.
3. Business Maintenance and Development Responsibilities: Assists the CEO, COO and CFO in the maintenance of business lines that affect the success of WCHC; in the development of new business; and in the negotiation and maintenance of competitive vendor contracts
4. Administrative Responsibilities: Assists senior management and serves as team leader for the senior management team to ensure that federal, state, and local standards are met by WCHC as they relate to the performance of medical services
 - a. Assists senior management in meeting all internal and external performance and reporting requirements.
 - b. Assists in setting and managing organizational performance goals.
 - c. Recruits professional medical staff, drafts contracts and onboards new hires.
 - d. Serves as a role model and is accountable and responsible for ensuring optimal performance of clinical operations; quality of care, customer service and productivity.

QUALIFICATIONS:

- Possesses a degree from an accredited school of medicine as well as postgraduate training or equivalent certification by the AMA or AOA.
- Possesses a current valid license to practice medicine issued by the State Maryland.
- Possesses Board certification by a recognized US Board of Medicine.
- Possesses and maintains BCLS certification, ACLS preferred.
- Possesses a current valid DEA license.
- Maintains knowledge of medical advances through continuing education.

SPECIFIC SKILLS:

- Provides complex information to the organization.
- Articulates organizational vision and implements organizational strategic initiatives.
- Possesses a high level of verbal and written communication skills including the ability to respond accordingly to patient and staff needs.

- At a minimum the candidate must have intermediate computer skills including the ability to prepare internal and external correspondence and reports, and be able to summarize data from the electronic medical records system.

EXPERIENCE:

- A minimum of 5 years experience working in a an outpatient medical facility, FQHC experience is preferred.
- Five (5) years most recent work experience as a medical provider in a primary care delivery system.
- Three (3) years experience with supervisory responsibilities; director level experience is preferred.
- Patient Centered Medical Home and/or Joint Commission experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- General office environment
- Frequent time spent in WCHC patient care sites
- Occasional travel

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date