



CHIEF MEDICAL OFFICER

Position Title:	Chief Medical Officer (CMO)
Department/Division:	Administration
Location:	Fort Dodge
Reports To:	Chief Executive Officer (CEO)
Position Class:	Full Time Non-Exempt
Positions Supervised:	All Providers

PHYSICAL REQUIREMENTS

Visual/hearing ability sufficient to be able to perform the functions of this position.

JOB SUMMARY

Assume clinical responsibility for own clinical practice and overall supervision of physicians and mid-level providers. Responsible for CHCFD compliance with all clinical medical policies, directives, rules and clinical performance standards of the state and federal governments. Serves as the organization's ultimate authority on medical issues. Regularly meets with and provides reports as requested to the Board of Directors. Performs related work including but not limited to the job responsibilities listed below:

EDUCATION AND EXPERIENCE

1. Graduate of an accredited medical school program.
2. Completion of an accredited United States Family Practice Residency program or other primary care program.
3. Two-five years of experience is preferred.

QUALIFICATIONS

1. Must possess a valid Iowa MD or DO license.
2. Board certified in family practice or other primary care specialty.
3. Current CPR
4. Must have interest and knowledge of current trends in health care, especially with regard to providing health care to low-income populations in a culturally sensitive manner.

RESPONSIBILITIES & ESSENTIAL POSITION FUNCTIONS

1. Provide medical care to patient population in own area of expertise.
2. Assists in the organization and utilization of the provider staff and reviews the activities of the provider staff in accordance with ethical standards and over policies of CHCFD. Schedules as needed, interdisciplinary meetings with medical and support staff to assure quality of patient care.
3. In collaboration with other practitioners, the Quality Committee of the Board of Directors and the CEO, the CMO formulates policies, goals and objectives for medical programs and communicates these policies to appropriate staff for execution within an integrated team case management approach.

4. Provides consultation to the CEO to assess and provide clinical training for clinical staff as needed.
5. Recommends clinical objectives and participates in the designation of priority objectives for CEO with reference to implementation of the health care plan.
6. Assists in the development of CHCFD's health care plan based on community health needs, and the health behaviors of the community.
7. Assists in the preparation of the clinical activities budget including staffing, support plan and equipment needs projections.
8. Supervises the implementation and operation of the Quality Assurance Program. Keeps current with standards of care and clinical guidelines.
9. Responsible for the quality control of medical care throughout CHCFD, including compliance with accreditation standards, through active involvement with facility administration and intimate knowledge of the medical care components of the community service programs of CHCFD.
10. Represents the views, needs, concerns and policy proposals of the medical staff to the CEO.
11. Participates in the recruitment of medical staff and recommends hiring, firing and/or other disciplinary actions of medical staff for review and approval to the CEO.
12. Act as a collaborating physician for mid-level providers.
13. Conducts performance evaluation of provider staff
14. Periodically review practice management functions
15. Take an active role in the total management CHCFD, in conjunction with the CEO and other department heads.
16. Participate in all administrative, clinical, and board meetings and activities as agreed upon with the CEO.
17. Maintain courtesy privileges at one of the local hospitals.
18. Conducts all activities and interactions related to CHCFD whether during working hours or not in a professional manner.
19. Other duties assigned by the CEO
20. Travel as necessary

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

- Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell; manage stress as it relates to essential job functions. The employee must have the ability to transfer or lift patients to exam table from chair or floor. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment:* While performing the duties of this job, the noise level in the work environment is usually minimal to moderate. The employee is subject to health hazards (contagious diseases, blood borne pathogens, etc.).

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. CHCFD reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

My signature below only signifies my receipt of this job description and does not in any way create a contract for employment or alter my employment at-will status.

Signature

Date