

## **JOB DESCRIPTION**

**JOB TITLE: Chief Medical Officer**  
**DIVISION: Medical Services**  
**SUPERVISED BY: Chief Executive Officer**  
**STATUS: Full-time, Exempt**  
**Via Care Community Health Center**

### **ORGANIZATION MISSION STATEMENT**

The mission of VCCHC is to provide exceptional health care services to our patients in our service area throughout their lives. We envision a day when affordable health care is available to all.

### **DUTIES AND RESPONSIBILITIES**

The Chief Medical Officer is responsible for providing both administrative oversight and primary care in a Federally Qualified Health Center (FQHC). Provides both oversight for the FQHC, and primary care for uninsured and underinsured patients with diverse medical conditions. In coordination with VCCHC's Executive Team, responsible and accountable for all clinical, administrative, and performance improvement activities in the Clinic.

#### **Administrative responsibilities include:**

- All medical staff functions, policies and standards including peer review and credentialing.
- The development and implementation of systems and processes that ensure the highest quality of care, patient safety, and evidence based medicine standards.
- Service as the clinical strategist for SBFHC's Executive Team and representative of the medical profession to senior executives, board of directors and community at large.
- Overseeing, directing and supporting the rendering of medical management decisions that maximize benefits for patients while pursuing and supporting corporate objectives.
- Meeting with staff providers on an on-going, regular basis to discuss clinical concerns and opportunities for care improvement.
- Providing as-needed consultation support to staff providers on issues relating to health care delivery.
- Monitoring effectiveness of management practices and productivity indicators using data such as turnover rates, absenteeism, budget variance, and patient and staff satisfaction surveys.
- Prepares and submits reports as necessary.
- The CMO is responsible for all QI/QA activities.
  - The CMO will report all QI/QAI efforts, identified issues, and tasks as indicated in QI/QA plan, directly to the Chief Executive Officer, the Quality Assurance Committee of the Board of Directors, and relevant operational quality committees as applicable.
- The CMO works in conjunction with the CCO and with various clinicians to discuss actual, potential, and alleged risk management cases and potential system improvements to improve care at all medical sites.

### **Direct Patient Care**

- Perform patient assessment, physical examinations, order/perform necessary laboratory and diagnostic tests, proficiency testing, prescribe and dispense medications in compliance with SBFHC established medical protocols.
- Strictly adhere to universal precautions as established by the Center for Disease Control and Prevention, Occupational Safety and Health Administration, DHS/OA and SBFHC.
- Maintain strict patient confidentiality.
- Participate in monthly peer review/chart audit program.
- Complete documentation of client/patient findings and recommendations at the end of each visit according to established protocols; complete other required forms relating to patient's visit.
- Maintain awareness of current clinical treatment and information in assigned area.
- Manage client prescription refills on assigned day.
- Participate in staff/student practitioner training and inform support staff of clinical practice updates.

### **QUALIFICATIONS**

- Valid license in state of California with no pending or previous disciplinary action from any state licensing entity; board certified in specialty.
- Current DEA license and CPR certificate.
- A minimum of five years' health care management experience required.
- Knowledge of state-of-the-art medical scientific and treatment methods in area of specialty, awareness of current medical, educational and psychosocial intervention procedures.
- Knowledge of basic technology and technological systems.
- Ability\_-To perform clinical responsibilities within the organization's established guidelines in a organized, efficient manner;
- Ability to relate and communicate well to all cultural and ethnic groups in the community;
- Ability to work within a team setting and with volunteers; technologically savvy;
- Ability to support the goals of the organization;
- Ability to be flexible with work schedules and sites;
- Bilingual preferred

### **SPECIAL REQUIREMENTS**

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Subject to a criminal background check prior to employment;
- Valid California Driver License;
- Must have and maintain State required automobile insurance coverage; and
- TB clearance, to be renewed every year.

### **PHYSICAL DEMANDS**

The physical demands 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.



The following lists physical demands an employee will perform on a regular basis: sitting, viewing a computer monitor, typing/keyboarding, reading, handwriting, talking and hearing, walking, standing, talking on the phone, and driving (vehicle). Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative.

The following lists physical demands an employee may perform on an occasional basis: lifting an average weight of 20 lbs., crouch/knee/stoop/crawl and reach with hands and arms.

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job any time.***