

## JOB DESCRIPTION

<b>Position Title:</b>	Director of Adult Medicine Services
<b>Department:</b>	Medical Care
<b>Reports To:</b>	Chief Care Officer
<b>Directs:</b>	Adult Medicine
<b>EEOC:</b>	Professional
<b>FLSA Status:</b>	Exempt

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### **Summary**

The Director of Adult Medicine Services assists the Chief Care Officer to direct and coordinate the medical management, quality improvement and credentialing committee functions. Provides direct high quality patient care in their respective specialty to patients. Collaborates and works effectively with other providers and staff to provide effective team based medical care.

### **ChapCare's Expectations of all Employees:**

- Adheres to all ChapCare's Policies and Procedures.
- Conducts self in a manner that represents ChapCare's core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.

### **Essential Duties and Responsibilities:**

- Demonstrates behaviors that are important to the success of the organization and that support and uphold ChapCare's Mission, Vision and core values.
- Uses effective communication skills with patients and staff. Follows proper organizational communication lines to address matters pertaining to job functions including proper reporting relationships.
- Provides medical leadership of business unit for utilization management, cost containment, and medical quality improvement activities, via supervision of the adult medicine physicians and mid-level providers. Performs medical review activities pertaining to utilization review, quality assurance, medical review of complex patients, and medical services. Provides oversight for the peer review process for adult medicine. Supports effective implementation of performance improvement initiatives.
- Assists Chief Care Officer in planning and establishing goals and policies to improve quality and cost-effectiveness of care and service for members. Provides medical expertise in the operation of approved quality improvement and utilization management programs in accordance with regulatory, state, corporate, accreditation requirements and scope of practice.

- Assists the Chief Care Officer in the functioning of the physician committees including committee structure, processes, and membership. Oversees the activities of physicians and mid-levels. Utilizes the services of medical, pharmacy, behavior health, patient education & wellness programs, consultants for reviewing complex cases and medical necessity appeals. Participates in provider network development and new market expansion as appropriate.
- Assists in the development and implementation of physician education with respect to clinical issues and policies. Collaborates with the Chief Care Officer and administrative staff to develop and implement medical protocols, policies and procedures, and quality initiatives within the practice
- Provides direct medical care and is able to work effectively to provide cost efficient and timely quality medical care to patients.

### **Qualifications:**

- Active California medical license and good standing with the Medical Board of the State of California.
- Board certification in Internal Medicine or Family Medicine.
- Demonstrable leadership role and achievement in a complex healthcare delivery system.
- Knowledge and experience of quality infrastructure is preferred, including how to develop and implement decision tools, clinical protocols and guidelines, care management programs, and outcome measurement assessments.
- Physician management experience is preferred
- Experience with using an Electronic Health Record, with Epic experience preferred

### **Knowledge/Abilities:**

- Fulfillment of education requirement satisfies this requirement.
- Effective verbal and written communication skills.
- English language fluency. Spanish language capability preferred.

### **Attributes Sought:**

- A philosophy of collaboration and teamwork.
- A demonstrable track record in forging physician/management relations.
- Clinical credibility with physician constituencies.
- A mission-driven individual who can embrace and commit to Mission and Core Values; articulate about stewardship.
- A self-starter, results-oriented personality.
- High tolerance for complex, ambiguous, and ever-shifting environments.
- Excellent interpersonal and communication skills, with the ability to build consensus given a high premium; noticeable skills in engaging physicians and finding synergies; an interactive style which is pleasant.
- Comfortable working in groups, forming teams of physicians and management, with an ease in working with other diverse groupings.
- Understanding of how to create change through influence and not through direct authority.
- Evidence of showing firmness of resolve with both Administration and the providers.
- Strong persuasive abilities.
- The ability to hear, to understand, to reflect, and to mediate on issues.
- An appreciation of the importance of the clinical team, and what nursing, patient care departments and operations brings to the patient care endeavor, and the strength of that clinical partnership.
- The ability to generate optimism in fellow team members.

**Amount of travel and any other special conditions or requirements**

- Must have valid California driver’s license and access to insured vehicle in working order.

**Hours per day or week:**

A minimum of 40 hours per week is required.

**Physical Demands/Working Conditions**

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.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

**Acknowledgement of Receipt**

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

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Employee Name

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Employee Signature Date

Employee Name:

Job Title: Director of Adult Medicine Services	Hrs. Worked Per Day: 8	Hrs. Worked Per Week: 40
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Physical Demands

The physical demands below are typical of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be available for individuals with disability.

Activity (Hours per day)	Never 0 Hours	Occasionally Up to 3 Hours	Frequently 3-6 Hours	Constantly 6-8+ Hours
Sitting		X	X	
Walking			X	
Standing			X	
Bending (neck)			X	
Bending (waist)			X	
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant hand R L				
Is repetitive use of hand			X	
Simple Grasping (right hand)			X	
Simple Grasping (left hand)			X	
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)			X	
Fine Manipulation (left hand)			X	
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Keyboarding with both hands				X

Weight	LIFTING					CARRYING				
	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Height	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Distance
0-10 lbs		X			___	X				___
11-25 lbs		X			___	X				___
26-50 lbs	X				___	X				___
51-75 lbs	X				___	X				___
78-100 lbs	X				___	X				___
100+ lbs	X				___	X				___

Describe the heaviest item required to carry and the distance to be carried:  
 Minor medical equipment from room to room 3-5 feet. May be need to help lift patient in emergency situation.

Other job requirements specific to the Job :

1. Working with Bio-hazards such as blood borne pathogens, sewage? Yes
2. Exposure to radiation? No
3. Other :

**Acknowledgement**

I have read this job description and understand that in accepting this position I indicate can meet the essential functions of this position and other work requirements with or without accommodations. I understand my obligations to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my association with the residents and tier families, visitors, co-workers and business associates of the facility. I accept the position of \_\_\_\_\_ and will perform the duties to the best of my abilities

I am requesting the following accommodations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments/Remarks:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date \_\_\_\_\_