



## JOB DESCRIPTION

**Job Title:** Chief Medical Officer  
**Department:** Clinical  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt  
**Full-time/Part-time:** Full-time

**Position Summary:** Responsible for the management and coordination of clinical services and personnel at Wesley Health Center (WHC) clinics to ensure that quality patient care is provided.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Health Center*

- Ensure the clinic meets/exceeds HRSA (Health Resources and Services Administration) guidelines by utilizing Uniform Data Systems (UDS) and other available quality measures to enhance clinic performance and maintain the health center's status as a Federally Qualified Health Center (FQHC) and a Patient Centered Medical Home (PCMH).
- Develop, implement, and review annually all WHC clinical and family planning policies and procedures.
- Collaborate with WHC's Chief Operations Officer (COO) in the development, maintenance, and review of the health center's strategic plan for clinical services and patient care.
- Be proactive in identifying and preventing any potential hazards related to the health and safety of patients and clinical staff, in accordance with OSHA (Occupational Safety and Health Administration) guidelines.
- Attend all required trainings, such as OSHA, HIPAA, CPR, Family Planning, etc.
- Oversee the inventory, purchasing, and maintenance of medications/vaccinations, other medical supplies, and medical equipment utilized throughout the clinic.
- Review, assess, and discuss with the COO and CEO, any reported accidents and/or incidents that occur in the clinic and respond accordingly.
- Serve as Lab Director to ensure the efficacy of the WHC laboratory. Including, compliance with CUA (Clinical Laboratory Improvement Amendment of 1988) guidelines, lab equipment performance/maintenance, and proficiency testing for all medical assistants.
- Oversee provider scheduling to ensure coverage and continuity of care.
- Attend monthly Board of Director and All Staff Meetings to report on clinic performance.
- Serve as Chair of the Clinical & Quality Improvement Committee (QIC), which includes: 1) ensuring compliance with established standards of care, 2) conducting peer review of patient charts, and 3) facilitating monthly Clinical and Quality Meetings with key clinical staff to discuss issues and recommendations for improvement.
- Be informed and have a general knowledge of all WHC funding sources.

- Assist in establishing and maintaining relationships with various community partners, granters, and other resource agencies.
- Oversee Medical Student Education at WHC, by assigning a Director of Medical Education to coordinate student/mentor schedules and monitor and evaluate student performance and/or scholarly projects as needed.

***Personnel***

- Assist in the recruitment of physicians, other medical providers, and/or volunteers as needed. Oversee the training schedule for all new clinical staff (physicians, other medical providers, medical assistants, medical students, and volunteers) to ensure training is completed within their initial 60-day orientation period.
- Provide feedback and support as needed to promote compliance with all WHC clinical and family planning policy and procedures.
- Administer performance evaluations for all clinical staff at the conclusion of their 60-day employment-trial-period and annually thereafter, and as needed to improve job performance
- Facilitate the resolution of any conflict(s) that may develop among clinical staff (physicians, other medical providers, medical assistants, medical students, and volunteers).
- Administrative duties include: establishing the clinical work schedule, the after-hours/on-call schedule, approving PTO (paid time off) and CME (continuing medical education) requests, and approving clinical staff time cards.
- Participate as an integral member of Wesley Health Center.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Education/Experience*** – Graduation from a college or university accredited by the American Medical Association with a Doctor of Medicine degree or accredited by the American Osteopathic Association with a Doctor or Osteopathy degree. If medical education occurred at a foreign medical school, the applicant must possess a current Educational Council Foreign Medical Graduate (ECFMG) Certificate. Successful completion of an approved program of residency training in family practice. Board Certification in Family Practice preferred; 3-5 years of clinical experience in one or more areas of medicine; 3-5 years of administrative or supervisory experience, preferably in an ambulatory setting. Knowledge of the structure and function of a community primary care health center. Skilled in the principles and practice of preventive medicine, family planning services, and state and federal laws pertaining to medicine and community health centers.

***Language Ability*** – Read, analyze and interpret scientific and technical journals, financial reports and legal documents. Respond to inquiries or complaints from customers, agencies or members of the business community. Write speeches and articles for publication. Bilingual in English and Spanish is preferred, but not required.

***Mathematical Ability*** – Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability** – Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills** – Electronic Health Record (EHR), MS Office, Excel, PowerPoint, Internet Explorer.

### ***Certificates and Licenses***

- Valid license to practice medicine within scope of profession in the State of Arizona
- DEA license
- Board Certified as necessary (required for all physicians MD/DO)
- Maintain appropriate CME

**Supervisory Responsibilities:** – Manages subordinate employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**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. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

### **WCHC's Expectations of all Employees**

- Adheres to all WCHC Policies and Procedures
- Conducts self in a manner that represents WCHC's Values at all times
- Maintains a positive and respectful attitude with all work-related internal and external contacts
- Communicates regularly with supervisor about Departmental and WCHC concerns
- Consistently reports to work on time, prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates
- Actively participates in all required trainings
- Empowered to provide outstanding service to all customers

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**ACKNOWLEDGED: Employee Signature**

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**Date**

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**PRINT: Employee Name**

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**ACKNOWLEDGED: Supervisor/Manager Signature**

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**Date**