

MEDICAL DIRECTOR



Job Code
1254

FLSA Status
EX

Job Description Title
Medical Director - General

Department Information

Staff will report to Clinical Coordinator/ Supervisor of the department.
Clinical Coordinator/ Supervisor will report to the Manager of the department.
Managers will report to the Director of the department.
Directors will report to the VP/Chiefs of the department.

Direct Reports (This position evaluates another position)

PURPOSE/DISTINGUISHING CHARACTERISTICS

The Medical Director has primary accountability along with the appropriate non-physician business Director to provide leadership, oversight, and direction for the organization's department. The Medical Director will assist with investigation and classification of adverse events, development of department metrics, provide departmental leadership in implementing and executing essential functions of an effective program and meeting regulatory requirements, enhancing overall operational function, business strategies, quality, service, access and interdepartmental relations and other services at Billings Clinic. The incumbent will be an active member of the Billings Clinic medical staff and will have responsibility for medical oversight towards achieving Billings Clinic's overall patient safety goals.

ESSENTIAL JOB FUNCTIONS

- Organizational Leadership
 - Provides overall direction and coordination for the Patient Safety team to ensure that all patient safety metrics are aligned to enhance patient safety.
 - Co-chairs on appropriate Committee.
 - Oversees the development of programs to fulfill Billings Clinic strategic initiatives relating to the department.
 - Assists Senior Leadership in understanding and prioritizing patient safety initiatives within the organization.
 - Meet on a routine basis with the department to review daily operational functions, progress

on annual goals, and to assure activities are having the desired result.

- Provides direction with activities relating to the measurement, analysis and reporting of patient safety and external performance standards and expectations (DNV, CMS, etc)
- Participates in establishing culture and standards; participates, fosters, demonstrates and encourages an ethic of open communication and teamwork throughout the organization and in the community. Builds an environment of shared commitment to Billings Clinic's goals and responsibility to achieve patient safety outcomes.
- Works collaboratively and participates in committees as appropriate.
- Participates and provides direction for the clinical operations of the department functions.
 - Serves as resource for the staff as well as other health care providers who seek guidance in organizational patient safety initiatives.
 - Assists with the education of medical staff and clinical staff in patient safety metrics and initiatives.
 - Works closely with the non-physician Director of the department to develop and implement Billings Clinic metrics and regulatory requirements. Assists service lines in development of appropriate plans for patient safety to include dashboards for patient safety metrics where possible.
- Works collaboratively with the appropriate Committee.
 - Reviews monthly/quarterly metrics with the non-physician leadership team and assists in data analysis/trending, and setting improvement goals as needed.
 - Works collaboratively with Department Chairs and other key leaders in setting and achieving goals in alignment with Billings Clinic's overall goals.
- Collaborates and participates with Local, State, Regional, and National Healthcare agencies as appropriate.

Supports and models behaviors consistent with Billings Clinic's mission, vision, values, code of business conduct and service expectations. Meets all mandatory organizational and departmental requirements. Maintains competency in all organizational, departmental and outside agency standards as it relates to the environment, employee, patient safety or job performance.

Performs all other duties as assigned or as needed to meet the needs of the department/organization.

Department or Level Specific Duties and Responsibilities

- Education to include: BLS, ACLS, PALS, ATLS or willing to obtain within 2 years
- Responsible for encouraging collaboration and growth within our regional care partners through relationship development
- Responsible for assisting in organizational flow of patients
- Understanding of Billings Clinic Hospital operations
- Interdepartmental Relations within the Hospital and Region

KNOWLEDGE OF / SKILLS / ABILITIES / COMPLEXITIES AND DIFFICULTIES

- Billings Clinic policy and procedures, both organizational and departmental
- Personal computers, hardware, and software
- Billings Clinic Code of Conduct
- Billings Clinic's Compliance and Integrity Program
- HIPAA and confidentiality requirements
- Patients' rights

- KNOWLEDGE OF:

- • Regulatory standards and requirements (DNV, CMS, NCQA, etc.)
- • Customer service and service delivery theories and High Reliability Universal skills and Leadership Methods
- • Health care environments and trends
- • Health care administrative and strategic practice
- • Information and computer systems applications
- • Teaching, training and evaluation techniques for clinical education
- • Educational theory as it relates to adult learning principles
- • Organizational development strategies and methods (e.g. Operational Excellence)

- SKILL IN:

- • Advanced written and oral communication skills demonstrating the ability to effectively communicate to small and large audiences
- • Ability to effectively present information to various audiences
- • Analyzing critical information and data
- • Research skills necessary for the professional development, preparation and delivery of high quality adult learning and clinical practice curriculum
- • Efficient and effective human resource management
- • Utilizing computer technology appropriate to the development of up-to-date teaching materials
- • Developing, implementing, and managing programs
- • Leadership attributes for facilitating change management and conflict resolution
- ABILITY TO:
- • Establish and maintain collaborative relationships both internal and external
- • Work effectively in a team environment
- • Can communicate with respectful inquiry when interviewing medical and non-medical staff related to investigative work surrounding adverse events.
- • Incorporate population specific needs into all aspects of communication and patient/resident care; scope of services provided will encompass age groups ranging from infant through geriatric
- • Prioritize tasks and focus on results in a complex organization operating in a competitive environment
- • Able to perform responsibilities within frequent interruptions and competing priorities
- COMPLEXITY AND DIFFICULTY:
- • Decisions regarding program development, fiscal control, impact risk and financial viability of Billings Clinic
- • Decisions that impact human resource management may have legal implications
- • Decisions regarding patient care have direct impact on quality and patient safety outcomes

MINIMUM QUALIFICATIONS

Education

Min/Preferred	Education Level	Description
Minimum	Other	MD/DO

Years Of Experience: Preferred but not required

Minimum Years of Experience	Comments
2	· Clinical practice experience
2	· Leadership experience

Certifications

Certification Title	Required To Have By	Comments
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Licenses License

Title	Required To Have By	Comments
Current Montana license and certification by the appropriate specialty board	At hire	

CPR/ACLS/PALS CPR

BLS, PALS, ACLS, ATLS

Other Minimum Qualifications

- Or an equivalent combination of education and experience relating to the above tasks, knowledge, skills and abilities will be considered
- Employees that require a licensed or certification must be properly licensed/certified and the licensure/certification must be in good standing.

WORKING CONDITIONS

Condition	Comments
	<ul style="list-style-type: none">• Performs work in a variety of environments to include clinical practice areas of the acute care hospital and ambulatory clinics• Travel within the Billings Clinic campus as appropriate
	Blood Borne Pathogen Category Category I: Tasks that involve exposure to blood, body fluids, or tissues. Use of appropriate protective measures are required for every employee engaged in Category I tasks.
	Airborne Contaminant Category Category I: Tasks that routinely require activities that may involve exposure to airborne contaminants.

Job Analysis

Physical Requirements	
Task	Frequency
Sitting: 0-4 hrs	Continuously
Sitting: 4-8 hrs	Frequently
Sitting: 8+ hrs	Never
Standing: 0-4 hrs	Frequently
Standing: 4-8 hrs	Occasionally
Standing: 8+ hrs	Never
Walking: 0-4 hrs	Continuously
Walking: 4-8 hrs	Frequently
Walking: 8+ hrs	Never
Climbing	Never
Squatting	Never
Kneeling	Never
Bending	Occasionally
Reaching - L, R, B	Occasionally
Pushing/Pulling - L, R, B	Occasionally
Grasping - L, R, B	Occasionally
Fine Manipulation - L, R, B	Frequently
Lifting: 0-10 lbs	Frequently
Lifting: 11-20 lbs	Occasionally
Lifting: 21-25 lbs	Occasionally
Lifting: 26-50 lbs	Never
Lifting: 50+ lbs	Never

Job Description Disclaimer

The above is intended to describe the general content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

