



Bond Community Health Center, Inc.

POSITION: Chief Medical Officer

DEPARTMENT: Medical

REPORTS TO: Chief Executive Officer

COORDINATES:

Under the direction of the Chief Executive Officer, the Medical Director directs, supervises, and coordinates with medical, administrative and support services to ensure quality assurance, compliance with applicable City, State and Federal regulations and the provision of high-quality patient care.

RESPONSIBILITIES:

- Provides direct patient care services on a scheduled/limited basis.
- Establishes standards of performance for medical and professional care as formulated by the appropriate national and regional accrediting and licensing agencies.
- Assists in the development and implementation of medical protocols, policies, procedures, and organizational plans in order to achieve the objectives and programmatic goals of BCHC.
- Reviews clinical activities and performances and makes recommendations for changes to positively impact utilization of facilities, services, or staff.
- Assist in the planning of clinic sessions, supervision of staff and patient scheduling to meet community needs.
- Establishes and maintains a workable system for physicians' peer review.
- Establishes and directs the preparation of periodic chart review reports for physicians and nursing personnel.
- Serves as Chairperson of the Center's Continuous Quality Improvement Committee.
- Supervises mid-level practitioners and countersigns medical charts and prescriptions or arranges for the appropriate delegation of those functions.
- Maintains and participates as needed the Center's after hour coverage.
- Assists staff physicians in obtaining privileges at area hospitals.
- Reviews clinical staffing needs and recruits, arranges and schedules adequate clinical coverage to ensure superior quality care and continuity of service.
- Recommends appointment, promotion, transfer and termination of physicians and supervisory clinical personnel.
- Participates in community activities designed to promote the interest of BCHC.
- Assists Chief Executive Officer with medical and administrative problems and on. Questions of policy as they might effect the efficient operation of the Center.
- Represents the Chief Executive Officer at meetings when requested.
- Performs other duties as assigned by the Chief Executive Officer

Bond Community Health Center Inc.
1720 S. Gadsden Street
Tallahassee, FL 32301
(850)576-4073
Fax: (850)576-2859



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QUALIFICATIONS:

- Graduate of an accredited medical school.
- Licensed to practice medicine by the State of Florida.
- Board Certified in Family Medicine or Internal Medicine.
- 3+ years' experience in ambulatory health care leadership, preferably in a FQHC setting.
- 2 + years' experience in supervising Physicians, mid- level providers and nursing leaders.
- 1-2 years' experience in leading quality improvement/quality assurance and overseeing peer review activities.
- Mitigating medical risks; recruitment and retention of physicians and supervisory clinical personnel experience.
- Public speaking and community health education experience.
- Ability to develop and implement medical protocols, policies, procedures, and organizational plans.

PHYSICAL DEMAND /WORKING CONDITIONS:

- Exposure to medically infirmed patients including patients who are HIV positive, possible tuberculin and/or Hepatitis exposure (vaccination recommended).
- Must be available to provide back-up coverage over extended hours if necessary.

SUPERVISION RENDERED:

- Physicians, Podiatrist, HIV Specialist, Nursing Supervisor, Physician's Assistants, Nurse Practitioners, Midwives, and other Clinical Staff.

SUPERVISION RECEIVED:

- Chief Executive Officer.

COMPLEXITY:

- Position requires independent thinking, good judgment, the ability to respond well in a crisis, excellent communication skills, the ability to direct, organize and plan activities, formulate policies, delegate responsibility, systematize procedures and protocols, select and recruit personnel, promote favorable public relations and make decisions affecting diagnosis and treatment of patients and staff supervision.

EFFECT OF ERRORS:

- Position is responsible for the maintenance of appropriate clinical procedures and protocols as mandated by City, State and Federal Authorities. Errors could expose the Center to citations, fines, legal liability, loss of grant funding, loss of market share and possible embarrassment.

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SALARY: Negotiable and as Specified in the Notice of Hire.

HOURS OF WORK: 32 hours per week and as needed.

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

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