

Chief Physicians Officer Job Description

Job Title – Chief Physicians Officer	Reports to: Chief of Clinical Services	
Job Code-	Overtime Status: <u> X </u> Exempt(not eligible) <u> Non-Exempt(eligible)</u>	
Department – Physicians	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the physicians and their day-to-day activities in the hospital. The incumbent provides leadership, direction, coordination, and administration to the physicians. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> Physicians Physician’s assistants 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Collaborates with HR in the selection process of physicians Provides direction in the optimization of physician’s time while caring for patient Actively participates in advisory committees resulting in Best Practices of the hospital Champions continuous performance improvement Collaborates with medical staff Listens actively and encourages creative thinking to issues or problems Completes and delivers yearly performance reviews of physicians 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Completes physician’s reviews Attends senior management meetings Attends staff meetings Completes continuing education as needed 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> Graduate of an accredited medical school Certified in at least one specialty Current state licensure required 		
<p>Experience</p> <ul style="list-style-type: none"> Required - 5 years clinical practice experience, 3 years in a senior leadership role Preferred - 7 years clinical practice experience, 5 years in a senior leadership role 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Proficient with electronic health care records in acute and ambulatory settings Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External- Patients, Providers, Vendors, Community agencies, and advocates and Regulatory agencies</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Chief Physicians Officer Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit			X		
Stand			X		
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach				
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
Influence People	X	Relate to Others		X	
Working Environment	YES		YES		
	Indoor	X	Loud Noise		X
	Outdoor		Fumes		
	High Temperatures		Confined Areas		X
Low Temperatures		Radiation Area		X	

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature