

Chief of Clinical Services Job Description

Job Title – Chief of Clinical Services	Reports to: Chief Executive Officer	
Job Code-	Overtime Status: <input checked="" type="checkbox"/> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible)	
Department – Clinical Services	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the patient care operations of the hospital. The incumbent provides leadership, direction, coordination, and administration to the Clinical Services department. 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"> • Nursing • Radiology • Dietitian • Pharmacy • Chief Physicians Officer • Patient Transport • Phlebotomy • Pathology • Physical Therapy 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Provides leadership for the selection, ongoing development, advancement and optimization of clinical systems and technology that impact patient care • Engages and collaborates with medical staff • Develops training procedures • Conducts emergency response drills • Completes and delivers yearly performance reviews of senior members of clinical services staff 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Engages in the selection process of the medical staff • Attends meetings as needed 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Graduate of accredited medical school • Current state license as physician • Board Certified in at least one specialty 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 5 years of clinical experience • Preferred 10 years of clinical experience 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office, Microsoft Project • 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>		

Chief of Clinical Services Job Description continued

Physical, Mental Demands/Working Environment

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

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	X			
	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	X			
	Up to 50 Pounds				
	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