



## JOB DESCRIPTION

### Chief Medical Officer

**REPORTS TO:** Chief Clinical Officer

#### **EDUCATION & EXPERIENCE**

- Graduate of accredited medical school (MD or DO)
- Satisfactory completion of ACGME accredited residency program
- Board certified in a primary care specialty (family medicine preferred)
- Licensed (or license-eligible) by the Texas State Board, in good standing
- Minimum five years in practice
- Certifications: BLS (ACLS preferred)
- Preferred:
  - Administrative and management experience
  - Previous QA/QI experience
  - Value based care experience

#### **SKILLS**

- Excellent verbal and written communication skills
- Outstanding interpersonal and conflict resolution skills
- Demonstrated ability to prioritize, problem solve, delegate, and lead projects to on-time completion
- Excellent team leadership and personnel management skills
- Personal characteristics of reliability, equanimity, initiative, flexibility, and ability to innovate
- Excellent critical thinking and data analysis skills
- History of progressive professional development
- Ability to function well in a high-paced and, at times, stressful environment
- Proficient with Microsoft Office Suite or related software

#### **PRIMARY DUTIES**

The Chief Medical Officer (CMO) is the principal physician management position and a member of the Clinical Leadership Team (Chief Clinical Officer, Chief Medical Officer, Associate Chief Medical Officer, Chief Nursing Officer, Chief Dental Officer, Residency Program Director, and Chief Behavioral Health Officer). The CMO reports directly to the Chief Clinical Officer (CCO) and oversees all clinicians (physicians and APPs) to ensure consistency with Waco Family Medicine's mission, practice standards and institutional goals.

- Provide administrative and leadership oversight of all medical operations
- Ensure patient care standards through quality improvement and staff training
- Meet or exceed regulatory standards for medical and care delivery, including ongoing monitoring of clinical requirements of HRSA health center program and Centers for Medicare & Medicaid Services (CMS)
- Supervise medical leadership (e.g., Associate Medical Director, clinic Physician Leads)
- Work collaboratively with Clinical Leadership Team to:
  - Maximize efficiency and quality in patient care delivery
  - Promote team-based care
  - Meet clinical quality improvement targets
  - Optimize medical team staffing
  - Innovate solutions to meet organizational priorities

- Lead care redesign related to new payment models
  - Train physicians and other healthcare personnel
- Participate in and lead quality improvement initiatives
- Ensure successful completion of regulatory activities such as HRSA Operational Site Visit (OSV), CMS site audits and Federal Tort Claims Act (FTCA) deeming application and site visits
- Ensure proper clinician recruiting, hiring, onboarding, retention, and staffing procedures, including commitment to creating an accessible, supportive environment and recognizing diversity and cultural competence as integral components of care excellence
- Oversee performance evaluations, employee guidance, and ongoing personnel development
- Address problems involving personnel, medical staff, patients, and families
- Plan and operate within approved budget
- Foster a culture of high quality, mission focus, transparency, and joy in practice; promote wellness
- Represent and address clinicians' concerns
- Coordinate and lead appropriate staff meetings
- Monitor compliance with the Medical Practice Act and other pertinent laws and regulations
- Report to the Executive Team and Clinic Board as needed

#### **OTHER DUTIES**

- Perform direct patient care
- Perform other duties as assigned

#### **PHYSICAL AND MENTAL REQUIREMENTS**

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length - varies
- Indoor setting
- Continuous use of computer
- Long periods of sitting
- Frequent use of telephone and/or smart devices
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Mental competency
- Tobacco non-user
- Physical accommodations will be implemented where necessary and feasible