

**CSCHS – MEDICAL EXECUTIVE
(Executive Leadership)**

DEFINITION:

Under direction, the CSCHS Medical Executive is responsible for planning, organizing, directing, and coordinating the integrated system-level strategies, programs, and services of the assigned division or specialty within the County of Santa Clara Health System (CSCHS). These physician executive leadership positions report to the CSCHS-Chief Medical Officer and collaborate with its leadership team to meet system-wide goals and objectives.

TYPICAL MANAGEMENT RESPONSIBILITIES:

- Plans, organizes and directs the various integrated system-level strategies and functions of the health system.
- Provides overall strategic direction in all aspects of the assigned specialty and ensures physician engagement in various initiatives and programs.
- Develop strategies and methods to evaluate, monitor, and ensure quality in the performance and provision of patient care and other services, programs, and activities as assigned;
- Develop methods to monitor or appraise service provider performance and feedback tracking;
- Directs, facilitates, and promotes compliance with standards, policies, procedures, and practices that are consistent with State and Federal regulations, including The Joint Commission requirements;
- Coordinate and manage the clinical operations in the assigned specialty within the care continuum.
- Develop and implement new strategies, protocols, program initiatives and patient care models, to provide timely, accessible, and cost-effective patient-centered care that delivers high-quality patient services;
- Develops, implements, and evaluates educational programs and presentations for clinical staff, including accreditations, verifications, and certifications.
- Coordinate with the CSCHS leaders to resolve issues and establish policies to meet system-wide goals and objectives.
- Assures that there is a full range of appropriate support services which provide quality care and programming to the patients;
- May consult or confer with private physicians and health care staff regarding patient treatments, diagnosis, or unusual or difficult cases.
- May prepare records, reports, responses, and presentations for administration, medical staff, and regulatory agencies;
- May oversee the development and implementation of CSCHS's health information technology (HIT) to ensure it supports delivering high-quality, cost-effective patient care.
- May oversee the Department's operating budget and financial performance.
- May be assigned disaster service worker duties; and
- Performs related duties as assigned.
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EMPLOYMENT STANDARDS:

Must have an MD or DO degree with a minimum of ten (10) years broad experience in clinical practice, five (5) years of which is in a senior or executive level with an acute healthcare facility and/or healthcare system.

Requires current California medical license and board certification in area of specialization. Possession of a board certification issued by a recognized specialty certification organization and maintenance of Board certification if required by the Enterprise Medical Staff for clinical privileges.

SPECIAL REQUIREMENTS:

License/Certificate Requirements for Medical Executives focused on Psychiatry

- Possession of a certificate of graduation from an ACGME accredited psychiatry residency program.
- Possession and maintenance of a State and/or Federal narcotic license for administration of narcotics to inmates and patients.
- Ability to travel to alternate locations in the course of work. If driving, possession of a valid California driver's license prior to appointment and the ability to qualify for and maintain a County driver authorization.

Knowledge of:

- Current principles and practices of medicine.
- Principles of leadership supervision and training.
- Principles and practices of health care, clinical systems, quality, environmental health and safety, risk management, patient safety, infection control;
- Program management in a healthcare setting, planning, implementation, evaluation, and reporting as required by laws, codes and regulations;
- Facilitation and team leadership techniques;
- Knowledge of and experience with performance improvement methodology
- Hospital organization, operations and procedures;
- Methods, regulations, and procedures for research within a healthcare setting;
- Regulatory requirements for acute care hospital and ambulatory care settings;
- The Joint Commission Accreditation and relevant certification standards and Title XXII requirements and Federal regulations, including Medicare Conditions of Participation;
- External data reporting requirements;
- Medical terminology and related levels of care and treatment;
- Evaluation and assessment techniques;
- Record keeping and reporting procedures; and
- Appropriate regulatory agency requirements related to quality and safety.

Ability to:

- Provide medical direction to and supervise subordinate staff;
- Plan and prepare protocols and standardized procedures;
- Evaluate and review the work of medical practitioners for appropriate diagnosis, treatment and chart documentation;
- Organize, direct, coordinate, and evaluate organizational performance to ensure quality and safety as well as conformity with prescribed laws, regulations and standards;
- Work collaboratively with administration, physicians and County of Santa Clara Health System staff to implement changes to achieve improvement;
- Educate staff in quality and safety principles and practices;
- Plan and implement educational activities for medical staff, nursing, and professional support staff;
- Communicate effectively, orally and in writing, with all levels of professional and non-professional staff, executive management, and County leaders;

Established – 02/27/24
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