



Apicha Community Health Center

JOB DESCRIPTION

Position Title: Chief Medical Officer

Reports to: Chief Executive Officer

FSLA: Exempt

Position Summary: Under the direction of the Chief Executive Officer (CEO), the Chief Medical Officer supervises the licensed clinical personnel of Apicha Community Health Center (Apicha CHC); performs direct medical care, provides oversight of clinical programs and services, including development and implementation of the Health Care Plan submitted to the Bureau of Primary Health Care (BPHC); participates in the development of strategic plans, advocates for health center patients, and ensures the health care needs of the community are met.

Duties and Responsibilities

1. Serve as principal clinical advisor to Apicha CHC's Chief Executive Officer (CEO), Senior Management and Board of Directors.
2. Examine, diagnose and prescribe ongoing treatment for a panel of patients.
3. Provide medical oversight and direction for Apicha CHC's clinical programs and services, assure that required primary care and mental health services are available to patients and supervise care given by clinic staff.
4. Maintain responsibility for quality of clinical care, including adherence to generally accepted medical practices.
5. Works with senior management team in development of a high quality clinical information system that includes thoroughly documented medical records, tracking of referrals, recall of patients, maintenance of Quality Improvement (QI) program, and assessment of clinical outcomes.
6. Works with Senior Management to maintain Patient Centered Medical Home and other health care accreditation, and FTCA initial and annual deeming applications.
7. Actively participates in budget, cost containment and productivity efforts, including participating in planning and budgeting process with CEO and CFO and Apicha CHC Board of Directors to identify opportunities, priorities, goals, and objectives of health care provided by and at Apicha CHC.
8. Provides clinical leadership and actively supports and participates in chronic disease collaborative(s) and/or other re-engineering and quality improvement efforts, including testing, implementation, and oversight of changes, as appropriate.
9. Participate in the hiring of licensed personnel. Recommend hiring and other disciplinary actions of medical staff for review and approval by the CEO.
10. Update and implement bylaws, policies and procedures related to the medical staff and the credentialing and appointment/reappointment process.
11. Ensure that appropriate credentialing policies and procedures are developed; oversee credentialing process; make credentialing/re-credentialing decisions in accordance with Apicha CHC's policies and report on credentialing and re-credentialing to the Board of Directors.
12. Participate in the evaluation of and periodic review of all members of the medical staff.
13. Work closely with Chief Clinical Operations Officer, Chief Program Officer and clinic staff to review and agree on CQI standards; participate in continuous quality improvement activities; supervise the



- quality assurance/risk management program; serve as the clinical director and chairperson of the Quality Assurance/Risk Management committee, which includes review of services, quality, patient satisfaction, utilization, peer review, provider productivity, infection control and other clinical issues.
14. Perform periodic reviews of Apicha CHC's quality management plans and make recommendations for modifications and improvements.
 15. Provides staff liaison to the Board of Directors' Patient Care and Quality Assurance Committee.
 16. Perform periodic reviews and make recommendations for changes in the provision of health care services by Apicha CHC.
 17. Review hospitalization and discharge planning and patient tracking activities.
 18. Assist in the development of strategic short-term and long-term plans for provision of health services to community service area and target population served by Apicha CHC and presenting plans to the Board of Director.
 19. Assist in the monitoring and review of health status of Apicha CHC's staff for regulatory requirements.
 20. Advocates for the Health Center and serves as a liaison to local, state and federal health care agencies as appropriate.
 21. Attend meetings as requested.
 22. Other duties as assigned.

Qualifications

- M.D. degree with current license to practice in New York; Board certification in Primary Care: Internal Medicine, Family Medicine, or Pediatrics, Med/Peds.
- At least 3 years' experience in a leadership position in a primary care setting
- Knowledge of managed healthcare systems
- HIV experience preferred (not required)
- Excellent interpersonal and organizational skills.
- Ability to supervise a broad range of personnel.
- Understanding of the health care needs of the LGBT community, immigrant communities, communities of color, and PLWHA.
- Ability to speak and write an A&PI language and/or Spanish is preferred.

Competitive Salary and Excellent Benefits. To Apply: Please send resume with cover letter stating salary requirement and three references by e-mail to jribas@apicha.org.

No phone calls please. Position is open until filled.