



**Waterfall Community Health Center's mission:**  
"To promote access to quality integrated health services that meet the needs of individuals with barriers to care on the Southern Oregon Coast."

### **JOB DESCRIPTION**

**POSITION TITLE:** Chief Medical Officer (CMO)  
**STATUS:** Exempt, Full-Time  
**REPORTS TO:** Chief Executive Officer

#### **GENERAL SUMMARY OF DUTIES:**

The Chief Medical Officer reports to the Chief Executive Officer, is a key member of the Executive Team, engaged in defining the overall business strategy and direction of the organization while supporting Waterfall Community Health Center's (WCHC) mission. This position leads and shares the overall clinical vision for the organization. The position provides clinical oversight, expertise and leadership to ensure the delivery of affordable quality healthcare services through integrated, team based care. Responsibilities include the strategy, development and implementation of innovative clinical programs that include collaboration with strategic business partners, and directs the organization toward its primary objectives.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for developing written clinical policies, clinical procedures, medical protocol and medical standards of care
- Responsible for developing, implementing and supervising the organization's continuous quality improvement programs
- Recruit, retain, and supervise and evaluate clinical staff and clinical contractors
- Orients new members of the clinical staff and assesses their skills and expertise to manage and treat patients and to perform medical procedures consistent with clinic policy and procedure. Oversees evaluation and development of clinical staff
- Oversee the organization's professional development activities: determine training needs and arrange for in-service training programs; approve or deny requests from clinical staff to attend various continuing medical education seminars based on organizational and provider needs
- Serve as a member of the Senior Leadership Team, serves as an information resource to the Chief Executive Officer and Board of Directors
- Serve as the Organization's Lab Director and QI Committee Chair
- Facilitates QI initiatives and peer reviews
- Attends and participates in Board of Director meetings, Strategic Planning, other Senior Leadership Meetings
- Serve as a liaison to the broader medical community, including medical society, hospital(s), independent practice association, and professional associations
- Provide direct clinical care as per WCHC policies and procedures
- Reviews and approves clinical protocols
- Develop clinical leaders to support succession planning
- Responsible for clinical staffing and ensure access to care for patients
- Cover for clinical staff in providing direct patient care, as necessary
- Conduct regular staff meetings, approve procedures and continuing education, and PTO
- Supervision of clinical staff including providers, referral staff, provider specialist, and other assigned staff
- Oversees Pharmacy and 340B program
- Supervision of outsourced dental program
- Create innovation and collaboration with SBHC services
- Perform other job-related duties, as assigned

Employee Initials \_\_\_\_\_

Supervisor Initials \_\_\_\_\_

**SKILLS, KNOWLEDGE, AND REQUIREMENTS:**

- HIPAA rules and regulations as related to all aspects of a health care organization
- Identify problems, research and recommend solutions
- Exercise initiative, judgment, discretion, and decision-making
- Excellent time management and customer service skills
- Demonstrate integrity, honesty, and stewardship in all encounters at work
- Pass criminal background check
- Work at a rapid pace, being involved in several duties at one time
- Use a wide range of office machines including personal computers, efficient use of electronic medical records
- Demonstrate the core values of Integrity, Respect, Accountability, Compassion, Partnership and Collaborative Communication
- Work a flexible schedule when needed
- Maintain a non-judgmental attitude
- Communicate effectively both verbally and in writing to patients and team members
- Effective team player, establish and maintain cooperative working relationships with diverse groups
- Illustrate respect, consideration, integrity, and professionalism

**MINIMUM EXPERIENCE AND TRAINING:**

- Be a graduate of an accredited school of medicine with completion of residency
- Active license and Board Certified to practice medicine in Oregon; Current DEA
- Ability to be credentialed with Medicaid, Medicare, private and other insurance
- Three or more years of experience working in medical administration in a community health center or similar setting
- Demonstrated commitment to high quality health care for low income, ethnically diverse populations
- Completion of coursework in leadership and/or management training for health care professionals preferred

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**OFFICE:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day. The employee is regularly required to sit, talk, hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds. Exposed to sick people.

**HIPAA**

This position has access to Protected Health Information (PHI) in order to perform the functions of the job and employee shall apply the minimum necessary standard of HIPAA at all times. You are only to read the content of these records to the extent needed to accomplish the assigned task. PHI shall only be discussed on a need to know basis. Maintain strict confidentiality and respect the privacy of others.

**DISCLAIMER**

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment contract, implied or otherwise, between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*I understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by Waterfall Community Health Center Community Health Center or myself and that such termination can be made with or without cause.*

Employee Initials \_\_\_\_\_

Supervisor Initials \_\_\_\_\_

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the position and agree to perform the identified essential functions and expectations in a safe manner and in accordance with Waterfall Community Health Center's established policies and procedures.*

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee Initials \_\_\_\_\_

Supervisor Initials \_\_\_\_\_