Position Description

Title: Medical Director  Reports to: CEO
Primary Location: Gosnell House  FSLA Class: Exempt
Supervises: Hospice Physicians & Nurse Practitioners
Effective Date: 11/2012

**Position Summary:** The Physician Medical Director is responsible to assist the CEO in the administration of HSM’s clinical services program, and for liaison activities with the local medical community.

**Qualifications:**
1. **Education:** Completion of medical education and relevant residency training required. Fellowship in Palliative Medicine preferred.
2. **Experience:** Work experience in internal medicine, geriatrics, palliative medicine or other relevant field of medicine required. Work experience in a certified hospice program and administrative experience preferred.
3. **License/Certification:** Physician licensure by the State of Maine as a doctor of medicine or osteopathy required; board certification in hospice and palliative medicine preferred. Valid driver’s license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order required.

**Essential Duties & Responsibilities:**

**Administrative:**
1. Provides oversight of the medical services of the program to ensure an adequate and qualified medical staff for clinical service and coverage needs.
2. Provides oversight and review of the physician visit coding to ensure accurate billing.
3. Provides guidance to the interdisciplinary team (IDT) and Ethics Committee in the resolution of conflict and ethical issues.
4. Establishes guidelines and parameters for acceptable medical research.
5. Serves as ex-officio Board of Director member; with particular responsibilities for professional assessment and monitoring of quality of care and services with the provision of regular reports to the Board.
6. Utilizes appropriate resources to maintain knowledge and skills for the hospice care in all settings including regulatory/reimbursement guidelines and integrates into clinical practice.
7. Assists in the development and review of clinical protocols and emergency care procedures and patient care policies.
8. Participates in quality improvement initiatives and programs; identifies opportunities for quality improvement in patient care and safety.
Clinical:
1. Ensures that physician and/or midlevel practitioner staffing and processes are in place and sufficient to accomplish the following:
2. Reviews patient eligibility for hospice services; certifies patients meet medical criteria for admission and recertification based on available prognostic indicators.
3. Assists the interdisciplinary team (IDT) in developing and implementing a plan of care that is coordinated with the attending physician.
4. Provides coverage and support to hospice staff for provision of medical services in the absence of the attending physician or after normal business hours.
5. Renders the necessary medical management, in consultation with the attending physician, consistent with the plan of care and the patient’s needs.
6. Acts as a resource to hospice staff, patients, family members, and attending physicians regarding pain and symptom control measures.
7. Performs home visits and visits for inpatient hospice services related to patient assessment and care as needed and appropriate.
8. Performs or arranges for designee to perform palliative care consult visits in facilities or patient homes as needed.

Education and Community Support:
1. Acts as a liaison to physicians in the community, and provides for consultation and education to colleagues related to admissions criteria for hospice and palliative care.
2. Ensures appropriate educational experience for visiting students and residents on area professional programs.
3. Ensures provision of continuing education for direct-care hospice staff.

Other Job Functions:
The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.
1. Demonstrates understanding of hospice philosophy and pain and symptom management.
2. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
3. Demonstrates understanding of team approach and communication.
4. Contributes to positive atmosphere; demonstrates positive interactions with internal and external customers.
5. Demonstrates ability to be a productive member of a high performing team.
6. Provides timely and appropriate response to internal and external customer needs.
7. Participates in meetings and quality assurance and program improvement activities as required and necessary.
8. Assists with orientation of new staff as assigned.
9. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
10. Demonstrates knowledge and support of agency’s safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
11. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
12. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.

Required Skills, Abilities & Knowledge:
1. Demonstrated knowledge and well-developed skills in hospice philosophy, medical aspects of hospice care including recent research, trends in hospice care, and pain and symptom management.
2. Ability to work independently, while collaborating with other team members.
3. Ability to work with patients/families of all ages.
4. Excellent time management and organizational skills to manage multiple tasks.
5. Self motivated and self directed.
6. Ability to focus on accuracy and detail.
7. Excellent written and verbal communication skills.
8. Demonstrated leadership skills to facilitate appropriate direction and supervision to staff.
9. Ability to adapt to changing Agency priorities.
10. Demonstrated understanding of, and ability to effectively use, various computer software applications.

**Physical Requirements:**
The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

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<th>Lift or transfer</th>
<th>Occasional (25%)</th>
<th>Frequent (50%)</th>
<th>Continuous (75%)</th>
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<td>Sit, walk, stand</td>
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<td>Distinguish smell/temperature</td>
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<td>Exposure to blood borne pathogens and infectious disease</td>
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<td>Exposure to hazardous materials</td>
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<td>Repetitive Motion</td>
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**Visual Requirements:**
1. The worker deals with patients, office and/or medical equipment at or within arms reach.
2. Must be able to see to drive and to create, complete and read appropriate documentation.

**Mental Requirements:**
Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Involves the exercise of judgment in the analysis of facts and conditions regarding individual problems or transactions to determine what actions should be taken, within the limits of standard practice.

Signature ________________________________ Date ________________