

**Medical  
Director**

**Position Description**

<b>Position Title:</b>	Medical Director of Breast Health Services	<b>Approved Job skill No:</b>
<b>Department:</b>	Breast Health Services G/RMH	
<input checked="" type="checkbox"/> <b>New Position</b>	<input type="checkbox"/> <b>Revised Position</b>	<b>Sections Changed Since Last Review:</b> <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI <input type="checkbox"/> VII <input type="checkbox"/> VIII
		<b>If Known, Please List Date of Previous Position Description:</b>
Previous Position Title: N/A		

<b>SECTION 1</b>	<b>Purpose of Position</b>
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State briefly, in one or two sentences, the principle purpose of this position.  
 ■ Why does it exist? ■ What is it paid to accomplish?

The Medical Director of Breast Health Services responsibility is to assist the Administrative Director in improving current services and developing and implementing new services which provide state of the art diagnosis and treatment of breast disease patients in the Central Ohio area. The Medical Director will be responsible for enlisting the cooperation of physicians who participate in various aspects of the treatment of patients with breast. The Medical Director will also act as a spokesperson to promote and to educate the community about the services.

<b>SECTION 2</b>	<b>Scope of Position</b>	
<b>a. To whom (by title) does this position report?</b> Administrative Director of Breast Health Services & Vice President of Ambulatory Services	<b>b. Who (by title) reports directly to this position?</b> N/A	<b>State the range for the number of FTEs reporting to this position:</b> N/A
<b>d. Annual operation budget (if applicable):</b> N/A	<b>e. Organizational Impact of position (fiscal and/or service):</b> Improves the clinical quality, patient and customer satisfaction.	
<b>f. List the logical transfer or promotion opportunities to/from this position:</b>		
i. Jobs from which employee may be promoted:      Clinical Practice ii. Jobs employee may transfer laterally to or from this job:      Another Medical Director Role iii. Jobs to which employee may be promoted from this job:      VPMA		

**SECTION 3****Knowledge and Skills**

List the minimum knowledge and skills required to begin working in this position and The additional knowledge and skills that are desirable, but not essential.

Minimum Qualifications	Desirable Qualifications
i. Education, Credentials, Licenses	
<ul style="list-style-type: none"> <li>• MD or DO degree</li> <li>• Credentials: Licensed to practice medicine in the State of Ohio</li> <li>• Specialty training in a clinical area caring for breast patient with American Board certification in that specialty</li> <li>• Member of the medical staff of _____ Medical Center or _____ Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced training in medical leadership, administrative or clinical leadership curriculum</li> <li>• MBA, MHA or Masters in Public Health</li> </ul>
ii. Specialized Knowledge	
<ul style="list-style-type: none"> <li>• Demonstrated clinical and leadership abilities</li> <li>• Highly respected within their particular clinical area of expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative experience in a hospital setting</li> <li>• Experience in managing physicians in a structured setting</li> </ul>
iii. Kind and Length of Experience	
<ul style="list-style-type: none"> <li>• Not less than 5 years of post graduate clinical experience.</li> <li>• An understanding of the relationship between corporate support and operating programs.</li> <li>• Experience with fiscal management</li> <li>• Demonstrated ability to work productively with physician constituents.</li> <li>• Demonstrated ability to work productively with non-clinical executives.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated use of clinical process improvement methods and tools in an organized medical setting, hospital, or practice.</li> <li>• Demonstrated success in designing and implementing programs that enhance physician effectiveness.</li> <li>• Demonstrated ability to work collaboratively with multiple audiences and manage multiple agendas.</li> <li>• Is interested in learning techniques of sustained change management and learning methods for clinicians.</li> </ul>

## Personal Profile

- Ability to articulate and demonstrate commitment to the mission, vision, and values and to inspire the active support of these in others.
- A compelling vision regarding the potential for clinical quality improvement and physician success in a hospital system.
- Intelligence, analytic clarity and the capacity to communicate in an articulate, direct and persuasive manner, with strong interpersonal skills.
- The understanding and political finesse to effect change through influence rather than direct authority.
- A tolerance of ambiguity and the flexibility to respond to ever-changing system needs; and yet toughness and competence to stand one's ground when needed.
- Unquestioned professional integrity and the professional stature required to command respect.

SECTION 4-a	Behavioral Competencies	<i>may continue on next page</i>
<b>Mission and Cardinal Value</b>	☐ Models organizational mission and values through daily actions, decision-making and priority setting; treats others in a manner which honors their dignity and worth.	
<b>Leadership</b>	☐ Sincerely strives to serve the needs of those with whom she or he works; builds relationships based on integrity; acknowledges mistakes and accepts accountability for work and actions; strives for continuous improvement both personally and professionally; recognizes achievements of others.	
<b>Stewardship</b>	☐ Demonstrates keen commitment to cost effectiveness and sound business practices.	
<b>Service and Quality</b>	☐ Serves others with compassion and respect and, whenever possible, honors their choices; strives to deliver services that set community standards.	
<b>Decision Making</b>	☐ Makes decisions based on best information at the time; explains decisions to others and honors them; acts in a timely fashion; demonstrates flexibility and creativity in finding solutions; takes appropriate risks.	
<b>Communication</b>	☐ Relates to others in an honest, straightforward fashion; listens with a sincere attempt to understand and values divergent points of view; open to new ideas and embraces change.	
<b>Diversity</b>	☐ Demonstrates commitment to valuing individual needs and abilities both in the people we serve and in the workplace.	

SECTION 4-b	<b>Major Activities / Essential Functions</b>
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List in brief statements, the major activities/essential functions and end results for which this position is accountable.

- Each position will have five to eight separate statements.
- Describe it so that someone unfamiliar with the position will understand what, how and why it is necessary.
- Avoid descriptions that are limited solely to [how.]
- All employees are expected to perform all other duties as assigned.

**ESSENTIAL FUNCTIONS ARE:**

- Tasks critical to job purpose as defined in Section I.
- Highly specialized tasks for which an individual with specific expertise is required.
- Tasks that become critical because responsibility is distributed among a limited number of employees.

Weight each essential function based on its proportion to the total job in order of importance (i.e. 45%, 25%, 10%, 10%, 10%.) Total should equal 100%.

Major Activity/Essential Function	may continue on next page	Wt. %
<b>I. Administration</b>		
1. Assists in developing the strategic plan for _____ to become the market leader in breast care.		
2. Partners with the Administrative Director improve existing services, develop and implement new services that add value and are required by patients, physicians or the Central Ohio market.		
3. Secures the cooperation and support of a multi-disciplinary team of physicians who care for patients with breast disease.		
4. Organizes the necessary conferences and clinics to deliver the type of diagnosis and treatment necessary to meet the expectation of this group of patients and to allow the program to remain competitive in the market.		
5. Promotes the Breast Health Services to physicians and the community.		
6. Leads the clinical and process improvement team activities for Breast Health Services. <ul style="list-style-type: none"> <li>• Co-develop (with the Administrative Director/Process Owner) comprehensive outcome measurements for selected processes.</li> <li>• Helps develop action plans to achieve targets for quality, patient and customer satisfaction as well as financial performance and assure continued improvement in the delivery of services.</li> </ul>		
<b>II. Clinical</b>		
1. With the physicians involved in the care of breast patients, standardizes care and develops and implements clinical practice guidelines.		
2. Fosters partnership between the different treating disciplines for breast cancer and other diseases of the breast.		
3. Communicates as necessary with dissatisfied patients and families and develops action plans to prevent gaps in service or ineffective services.		
<b>III. Education &amp; Research</b>		
1. Develops educational programs, conferences and seminars consistent with the evolving care of breast cancer for physicians, nurses and technologists involved in the diagnosis and treatment of these patients.		
2. Develops appropriate medical education programs for house staff, students and the medical staff in general as requested and as is appropriate.		

## SECTION 5

## Ongoing Job Expectations

The Medical Director should become the medical authority on the overall care of breast cancer patients drawing from the expertise of local and national experts. Though the Medical Director may not be an expert in all phases of breast cancer care, he/she should know the state of the art in each area and assist others in implementing new techniques and strategies when appropriate. Establish and lead a multi-disciplinary second opinion clinic, pre-treatment conference and other innovations required by patients, physicians and the market.

## SECTION 6

## Problem Solving

Briefly describe two or three typical problems this position must resolve to achieve the end results listed in Section 4.

1. Identifying and helping correct inappropriate or inadequate medical care to a breast cancer patient.
2. Gathers support from physicians for an improvement in service delivery and delivery of a seamless experience for the patient.
3. Eliminate delays in providing care for breast patients by physicians.

## SECTION 7

## Age Specific Care Competencies

Block this box if Section 7 is not applicable to this position

If this position has some responsibility for the care of patients, please indicate the age groups served and the age-specific competencies that must be demonstrated. Consider age groups that may be cared for infrequently. Unit/Department specific competencies will be identified by respective unit/departments. Copy and paste this square (■) to fill in the empty boxes below.

COMPETENCIES REQUIRED	PATIENT AGE IN YEARS					
Knowledge and application of growth and development principles	<input type="checkbox"/> Infant Birth-2	<input type="checkbox"/> Toddler 2-5	<input type="checkbox"/> School Age 5-12	<input checked="" type="checkbox"/> Adolescent (12-18)	<input checked="" type="checkbox"/> Adult 18-65	<input checked="" type="checkbox"/> Older Adult 65+
Utilization of effective communication strategies	<input type="checkbox"/> Infant	<input type="checkbox"/> Toddler	<input type="checkbox"/> School Age	<input checked="" type="checkbox"/> Adolesce nt	<input checked="" type="checkbox"/> Adult	<input checked="" type="checkbox"/> Older Adult
Implementation of specific technical factors	<input type="checkbox"/> Infant	<input type="checkbox"/> Toddler	<input type="checkbox"/> School Age	<input checked="" type="checkbox"/> Adolesc ent	<input checked="" type="checkbox"/> Adult	<input checked="" type="checkbox"/> Older Adult

<b>SECTION 8</b>	<b>Physical Demands by Position</b>
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Please check (✓) the activities that apply to this position and their level of frequency.  
 Use the following scale where 1 = Rarely, 2 = Occasionally, 3 = Frequently, 4 = Consistently.

ACTIVITY	1	2	3	4	ACTIVITY	1	2	3	4	ACTIVITY	1	2	3	4
Walking				✓	Reaching			✓		Hearing				
Sitting				✓	Manual Dexterity				✓	Conversation				✓
Pushing		✓			Use of Hands				✓	Other Sounds				✓
Pulling		✓			Talking				✓	Vision				
Climbing	✓				Lifting					Acuity, Near				✓
Stooping	✓				Over 50 pounds	✓				Acuity, Far				✓
Kneeling	✓				Under 50 pounds	✓				Color Vision				✓
Standing				✓										

Briefly describe the environmental working conditions of this position:

<b>SECTION 9</b>	<b>Compensation</b>
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This will be a part-time position and compensation will be provided by Grant/Riverside Methodist Hospitals. Compensation shall be according to mutual desires and rights of the contracting parties in accordance with the AMA code of ethics and market rates.

This position will be reviewed by the Administrative Director and Vice President of Ambulatory Services at least on an annual basis with input from physicians, administration and ancillary personnel. An accountability statement with goals and objectives will be developed in conjunction with the Medical Director and will be reviewed at least quarterly. The final decision regarding job continuation and compensation rests with the Administrative Director and Vice President of Ambulatory Services.

Prepared by:	Name	Title	Date	Office Phone
	Don E. Gebhart, M.D.	VP, Ambulatory Services	5/17/00	566-5392