

JOB QUALIFICATIONS:

Education: Bachelor's Degree required. Master's Degree, PhD or MD preferred.

Experience: 5-10 years of healthcare administration leadership experience preferred.

Licensure: NA

Certification and other requirements: Strong interpersonal, customer service and team work skills preferred.

PHYSICAL REQUIREMENTS:

Ability to sit at desk for up to 6 hours daily. Ability to keyboard up to 6 hours daily. Ability to speak and hear clearly using the telephone. Ability to clearly speak and hear in public.

PERFORMANCE STANDARDS	KNOWLEDGE, SKILLS AND BEHAVIORS
1. <i>Policies, Procedures and Practices</i>	Consistently complies with policies, procedures and practices.
2. <i>Regulatory Requirements</i>	Completes and maintains all regulatory requirements including: licensure and certification and other mandatory training within established time frames.
3. <i>Oversee the OPSA functions</i>	<ul style="list-style-type: none">• Providing direction to Office of Professional Staff Affairs (OPSA) staff, oversees day to day operations.• Responsible for the management of OPSA staff.• Develops and modifies, as needed, metrics and dashboards for each physician, division and department, standards for productivity, patient and staff satisfaction.

<p>4. Support the strategic plan of SKMC</p>	<ul style="list-style-type: none"> • In conjunction with the CMO develops strategic initiatives for OPSA. • Partners with the CMO to support their management of clinical services. • As a member of Management Team supports other leaders in the organization regarding the creation and implementation of SKMC initiatives. • As a member of Management Team works to support Vision and Mission • Develops annual goals and progress reports and undergoes an annual performance review by the CMO.
<p>5. Quality assurance</p>	<ul style="list-style-type: none"> • Works with the Quality Management Department to establish the quality standards for each department and division, and monitors the performance as measured by the standards.
<p>6. Support the leadership of</p>	<ul style="list-style-type: none"> • With support from the Chief Human Resources Officer (CHRO) manages all Human Resources matters pertaining to employed Physicians • With support from the CHRO directs all Physician recruitment operations. • In cooperation with the DCMO (Deputy Chief Medical Officer), Medical Chairs, and Chiefs, assists in the management of the clinical care and administrative components of their departments. • Works with the DCMO Medical Chairs and Chiefs to implement clinical and non-clinical strategic objectives. • Manages Intern and Residency Programs. • Works to create innovative recruiting techniques and programs • As a member of Management Team supports other leaders in the organization regarding the creation and implementation of initiatives.