SUMMARY: Graduate of an approved medical school or possess Standard Certificate as issued by the Educational Council for foreign medical graduates. Possess a license to practice medicine in the State of Alabama issued by state board. Must be Board Certified or Board Eligible. Three or more years clinical, hospital, or private practice experience. Must possess strong leadership, supervisory, and management skills. Reporting to the CEO, the CMO plans, directs, and monitors the delivery of medical services for ARMS. Directs all Staff Providers, all Ancillary Staff, and Professional Contractual Providers in a manner that ensures high quality primary care accessible and acceptable to the community that ARMS serves. Provides leadership to all providers and clinical staff to assure maximum achievement of desired objectives and strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Clinical

1. Clinical supervision of all medical and dental care provider staff, including support services such as laboratory, pharmaceuticals, and health education.
2. Assess and treats patients in accordance with ARMS policies and protocols.
3. Consults regularly with health care providers at all ARMS sites.
4. Conducts regular Lead provider briefings to communicate policies and procedures, develop problem-solving techniques, acquire team-building skills and seek input from the front line regarding patient care.
5. Maintain accurate written protocols for provider duties; regularly reviews and revises protocols as needed.
6. Active involvement in electronic medical record system development/improvement.
7. Maintains a high energy level which can comfortably perform multifaceted projects in conjunction with day to day activities.
8. Manages all Patient care support services to assure the efficient and effective performance of all medical and dental care program.
9. Collaborates closely with all members of the Agency’s medical and dental staff on clinical issues and measures, including their completeness and accuracy. Responsible for monthly clinical review of a sampling of patient charts.

10. Comply with the PCMH mode of excellences.

11. Performs other duties as assigned by the CEO.

Administrative

12. Coordinates the development of the Agency’s Primary Health Care Plan & Procedures and establishes standards, guidelines, and protocols for the services described in Health Care Plan.

13. Participate in budget development and financial management decision as they affect primary health care activities.

14. Collaborates closely with the CEO regarding the entire spectrum of issues facing the primary health care clinic.

15. Collaborates closely with the CEO regarding the administrative management of the primary health care clinic.

16. Submits monthly reports to Board Directors and CEO on the Agency’s medical activities and explains or interprets the community health needs and other issues which may affect the primary health care program.

17. Participate as member of the Quality Management Committee and other committees as required and/or assigned by the CEO.

18. Supervises the preparation of primary health care clinical reports required by regulatory agencies and funding sources in order to assure their completeness and accuracy.

19. Participates in management team meetings, budgets, personnel, and succession planning as required.

20. Develop new clinical programs, or update existing programs, as needed to maintain quality patient care.

21. Participate in the selection of physicians, nurse practitioners, and other clinical staff as needed.

22. Serve as the agent of physician performance evaluation and recommended corrective action

23. Participates, where applicable, in various grant application processes.

24. Participates in the progress review process of established grant goals and objectives.

25. Participates in the retention and recruitment of medical and dental staff.

26. Develop new clinical programs, or update existing programs, as needed to maintain quality patient care.

27. Develop and help maintain the structure around which continual improvement and change can take place

28. Direct supervision of lead clinicians and administrative assistant and indirect supervision of all medical providers.
29. Help in work force development so that ARMS will continue to have a supply of providers
30. Help develop provider leaders in our organization that will allow for a growth through this leadership
31. Be an example/mentor to providers relating to use of technology and best office practices
32. Help mediate professional disputes and interdepartmental problems
33. Help develop the infrastructure and training for provider leadership
34. Represent the views, needs, concerns, and policy proposals of the medical staff to the CEO or board.
35. Assists HR in the recruitment and interviewing of medical staff and recommends hiring and firing and other disciplinary actions for the same
36. Performs Clinical Personnel evaluations for the Lead providers and arbitrates any conflicts in clinical provider evaluations of all other medical providers.
37. Provide clinical insight and judgment for operations of the business.
38. Provide clinical perspective to new technologies of care and advising on the means with which to incorporate that technology into practice.
39. Assists in the presentation of reports on health issues to the Board of directors as determined by the CEO and/or Board of directors
40. To glean from other CMO’s in the community their unique perspectives related to help meet the changing needs of the community state and nation
41. Other duties as required by the CEO.

QUALIFICATION REQUIREMENTS:
To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:
Knowledge of the techniques and practices of medicine
Knowledge of laboratory methods and techniques
Knowledge of the equipment and tools used in the field of medicine
Ability to conduct medical examinations
Ability to use equipment and techniques of the medical profession
Ability to supervise and direct personnel in the delivery of medical care
Ability to maintain records, and prepare reports, and correspondence related to the work
Ability to communicate effectively with others
EDUCATION:
Graduate of an approved medical school or possess Standard Certificates as issued by the Educational Council for Foreign Medical Graduates. Possess a license to practice medicine in the State of Alabama issued by the state board. Must be Board Certified or Board Eligible. Must have three or more years of clinical, hospital or private practice experience.

OTHER SKILLS AND ABILITIES:
Ability to organize, communicate effectively and knowledge of general corporate operations are a must.

I have read the above and understand my duties and responsibilities.

Signature: ____________________________________________

Date: ________________________________________________

ALABAMA REGIONAL MEDICAL SERVICES Contact Information

HR DIRECTOR – NANETTE ALLEN

DIRECT LINE – 205-212-5613

EMAIL – nallen@arms.healthcare

HR@arms.healthcare