

## **HOSPITAL CHIEF OF SURGERY**

### **DEFINITION**

Under administrative direction, performs highly responsible and specialized administrative and clinical duties by serving as the chief physician over surgical services at Natividad Medical Center (NMC); oversees, develops and maintains programs and activities to ensure the optimum quality of clinical care and educational programs within the Department of Surgery; provides day-to-day leadership and management for the Department; and performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized physician manager class. The incumbent in this class directs and oversees the day-to-day activities and functions of the Department of Surgery and serves as a member of the hospital's management team. The incumbent is responsible for establishing and leading the Department's strategic direction pertaining to programmatic, research and educational development in alignment with NMC strategy and the local needs of Monterey County. The incumbent coordinates Department activities and goals with those of other clinical departments of the medical staff and the hospital as a whole. This class may be distinguished from other service chiefs by its responsibilities pertaining to surgical services and its requirement for substantial surgical experience and expertise.

### **ESSENTIAL FUNCTIONS**

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Plans, organizes, directs, staffs and controls the staff and activities within the Department of Surgery to ensure the highest quality of medical care; fosters the growth and development of Department programs; develops strategies and opportunities to improve services and increase patient volumes.
2. Develops and monitors key performance metrics such as quality outcome measures and internal/external quality indicators in order to maintain departmental quality control and quality improvement; provides timely feedback to individuals on performance metrics so that quality issues are addressed in a timely manner.
3. Manages, directs and participates in departmental activities as needed in order to comply with administrative policies and external accreditation requirements, including Joint Commission and other regulations.
4. Develops and arranges the organization of the department to provide adequate supervision and evaluation of the clinical work, develops and implements policies and procedures as needed to maintain and improve services and programs.
5. Arranges and facilitates departmental meetings, guest speaker courses and other presentations/classes pertaining to clinical practice in order to ensure the highest quality of education for medical staff.
6. Recruits and retains high quality physicians to complement existing medical staff and meet patient needs; collaborates with private practice and/or volunteer faculty to build and enhance medical programs.
7. Establishes and maintains effective and collaborative relationships with other community hospitals and health care providers.
8. Ensures and maintains positive customer relations within the Department of Surgery; researches and investigates issues and complaints; prepares written or oral responses as needed.

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9. Directs special studies and projects as required; prepares correspondence, reports and other documents as needed.

### **EXAMPLES OF OTHER FUNCTIONS**

1. Provides clinical direction regarding surgical procedures as appropriate; may lead or participate on surgical teams as needed.
2. Performs other duties as assigned.

### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### **Knowledge, Skills and Abilities**

##### **Thorough knowledge of:**

1. Current laws, regulations and professional standards related to the practice of medicine in an acute care hospital environment.
2. Common procedures pertaining to a wide range of surgical specialties.
3. Methods of quality measurement, control and improvement in a clinical medicine setting.
4. Typical administrative practices in an acute care hospital environment.

##### **Working knowledge of:**

1. The principles and practices of employee leadership and supervision.

##### **Some knowledge of:**

1. The applicable laws, regulations, requirements, standards and practices pertaining to patient confidentiality and information management.
2. Standard financial and related business practices common to the health care industry, including those pertaining to Medi-Cal and Medicare billing and reimbursement.
3. Computer-based business applications, including word processing and spreadsheet applications.

##### **Skill and ability to:**

1. Practice medicine as a general surgeon in an acute care hospital environment.
2. Understand, interpret and apply complex laws, rules, regulations and policies related to the practice of medicine and the administration of medical programs in an acute care hospital.
3. Collect, interpret and evaluate narrative and statistical data pertaining to administrative, fiscal management and patient matters; prepare complex reports, memoranda and other written materials.
4. Utilize standard business equipment, including computer hardware and software.
5. Analyze and resolve problems and complaints received from patients, department staff and others.
6. Communicate clearly and concisely, both orally and in writing; effectively present information to groups and individuals.
7. Establish and maintain cooperative working relationships with others including patients, physicians, nurses, administrators, managers, auditors, and other health care industry personnel.
8. Provide excellent public relations and courteous customer service.

### **REQUIRED CONDITIONS OF EMPLOYMENT**

#### **Mandated Requirements:**

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Pursuant to Sections 2050-2079 of the California Business and Professions Code, the following license is required for positions in this class:

1. Possession of a valid license as a physician/surgeon issued by the Medical Board of California.

### Other Requirements:

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C driver's license, (or) provide suitable transportation, which is approved by the appointing authority.
2. Be Board certified by the American Board of Surgery in General Surgery or an approved surgical specialty.
3. Obtain medical staff privileges at Natividad Medical Center in the discipline of general surgery.

### **EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

#### Experience

Five years of experience as a Board certified surgeon with surgical privileges at a large, acute care hospital. Experience in a public and/or teaching hospital environment is highly desirable.

AND

#### Education/Training:

Completion of course work from an accredited medical school and a US residency program that meets ACGME requirements leading to certification by the American Board of Surgery.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory requirements for this classification include:

1. Ability to stand for extended periods of time while performing surgery and/or examining patients; ability to sit for extended periods of time at a desk.
2. Ability to move around an operating room, hospital, and in an office.
3. Ability to frequently lift up to 10 pounds (e.g., books, binders, paperwork); ability to occasionally lift up to 25 pounds (e.g., medical equipment during an emergency).
4. Physical dexterity sufficient to perform surgical procedures and to use a computer for creating documents and communicating electronically.
5. Ability to drive a motor vehicle to meetings at various locations.
6. Ability to see well enough to perform surgical procedures, including outstanding color and depth perception; vision sufficient to read standard text and data on an electronic screen of a computer terminal and to read typed and handwritten text on papers, books and forms.
7. Ability to hear normal speech in-person, over the telephone and/or over a loudspeaker system, even in a noisy environment.
8. Ability to orally communicate with people in-person, over the telephone and/or over a loud speaker system, even in a noisy environment.
9. Ability to constantly make decisions and concentrate; ability to frequently make decisions during emergency situations.
10. Ability to work in an environment with frequent exposure to grief and death.

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11. Ability to work in an environment with frequent risk of exposure to biohazards, infectious organisms and hazardous chemicals.

### CLASS HISTORY

Class Code: 54B82  
Established Date: January 15, 2008  
Revised Date: n/a  
Former Title: n/a

### CLASS DATA

Job Group: 09  
EEO Category: P  
Work Comp. Code: 9043  
Bargaining/Employee Unit: X  
FLSA: E  
MOCO OT: N

Prepared by: Janine Bouyea, NMC Human Resources Administrator

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County Administrative Office

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Date