

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; 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 Natividad 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.

EXAMPLES OF DUTIES

1. Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.
2. 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.
3. 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.
4. 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.
5. 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.
6. Arranges and facilitates departmental meetings, guest speaker courses and other presentations/classes pertaining to clinical practice in order to ensure the highest quality of continuing education for medical staff.
7. 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.
8. Establishes and maintains effective and collaborative relationships with other community hospitals and health care providers.
9. Ensures and maintains positive customer relations within the Department of Surgery; researches and investigates issues and complaints; prepares written or oral responses as needed.
10. Directs special studies and projects as required; prepares correspondence, reports and other documents as needed.

11. Provides clinical direction regarding surgical procedures as appropriate; may lead or participate on surgical teams as needed.
12. Performs surgery and 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:

2. The applicable laws, regulations, requirements, standards and practices pertaining to patient confidentiality and information management.
3. Standard financial and related business practices common to the health care industry, including those pertaining to Medi-Cal and Medicare billing and reimbursement.
4. 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

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

1. Possess and maintain a valid license as a physician/surgeon issued by the Medical Board of California pursuant to Sections 2050-2079 of the California Business and Professions Code.
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 in the discipline of general surgery.
4. Successfully pass a pre-employment physical/ medical assessment and background check
5. Be available to work a flexible schedule including irregular hours, variable shifts, evening, weekends, and holidays
6. Work in an environment with potentially hazardous and infectious substances, such as body fluids, blood, and airborne contagions
7. Possess and maintain a valid California Class C driver's license or provide suitable transportation approved by the appointing authority

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 an acute care hospital. Experience in a public, large 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.

CLASS HISTORY

Class Code: 54B82
Established Date: January 15, 2008
Revised Date: March 2020
Former Title: (New)

CLASS DATA

Job Group: 09
EEO Category: P
Work Comp. Code: 9043
Bargaining/Employee Unit: X
FLSA: Exempt

Prepared by: Jennifer Lusk, Senior Personnel Analyst

Approved by:

/s/ Irma Ramirez-Bough
Director of Human Resources

7/23/2020
Date