

Job Title : **Chief Executive Officer** Employee Name: _____

Department: **Administration** Employee Signature: _____

Reports to : **Board of Directors** Approved by:
Director of Human Resources: _____

Chairman of the Board: _____

JOB SUMMARY

The Chief Executive Officer is assigned the on site management operational responsibility for an institution under contractual agreement with AHMC in conjunction with the assigned Directors and other AHMC corporate staff. The Chief Executive Officer administers, directs, and coordinates all activities of the institution to carry out its objectives in the provision of healthcare, and the improvement of community health status in a financially appropriate way. The Chief Executive Officer assumes full operational responsibilities in conjunction with the assigned Director and other AHMC corporate staff for the institution, including the execution of policy formulated by the Board of Directors in conjunction with AHMC, medical staff, and operational entities within the institution.

JOB DUTIES AND RESPONSIBILITIES

- Works with AHMC corporate staff, the Board, medical staff, employees and community to develop and implement a relevant and compelling written vision and mission for the organization
- Responsible for the day-to-day operational, quality and financial performance of (NAME OF THE HOSPITAL)
- Organizes the functions of the responsible areas through appropriate, planning, implementation, communication, teamwork, and the delegation of duties.
- Guides, mentors, coaches, and develops skills and results of physicians, subordinate managers and staff.
- Establishes monitors, evaluates and appropriately responds to performance expectations and criteria of physicians, subordinate managers and staff.
- Establishes formal means about of accountability for those whom they have assigned duties.
- Regularly schedules and facilitates medical staff, employee, and departmental meetings.
- Names appropriate departmental representatives to the multi-disciplinary committees of the hospital.
- Meets routinely with physicians individually and at appropriate community meetings. Develops and understanding of the physician needs, attitudes, and objectives to blend those with the functions and strategic objectives of (NAME OF THE HOSPITAL).
- Attends meetings individually with local employers to determine their needs, attitudes, and objectives and integrate those with functions of hospital and medical staff and strategic goals and objectives.
- Prepares reports for and attends meeting with Board of Directors in conjunction with officers and consultants of AHMC.

- Implements and is responsible for the Quality Improvement and Patient Satisfaction Programs and results (NAME OF THE HOSPITAL).
- Leads and directs (NAME OF THE HOSPITAL) Medical Staff Recruitment and Retention Program.
- Meets routinely with Ministry of Health Leadership and Staff to ensure the consistent delivery of appropriate, timely and effective coordination of medical care between The Hospital and the Ministry of Health for coordination of shared services and missions.
- Develops an understanding of the physician needs, attitudes, and objectives to blend those with the functions and strategic objectives of (NAME OF THE HOSPITAL).
- Reviews and acts upon the reports of authorized inspecting and licensing agencies.
- Implements the control and effective utilization of physical and financial resources of the hospital
- Employs a system of responsible accounting, including budget and internal controls with assistance from the Chief Financial Officer, (NAME OF THE HOSPITAL) Executive Team and AHMC Fiscal Consultants.
- Responsible for (NAME OF THE HOSPITAL) meeting or exceeding established Joint Commission International Standards.
- Directs (NAME OF THE HOSPITAL) Executive Team in the Annual Budgeting and planning process.
- Participates or is represented in community, regional, and other hospital and professional associations.
- Other related duties as assigned.

EDUCATION AND EXPERIENCE

- Master or Bachelors Degree in Business and/or Healthcare Administration.
- Minimum of ten years applied hospital executive experience with a proven track record of effective leadership and results.
- Conceptual, practical and human skills required with knowledge of technical, administrative, and operational skills to achieve position requirements.
- Effective skills and abilities in oral and written communication through various media and methods.