



PO BOX 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8019 WEBSITE: WWW.FDIHB.ORG  
A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC

## EXECUTIVE VICE PRESIDENT OF MEDICAL SERVICES

### *Position Description*

<b>Division:</b>	Executive
<b>Department:</b>	Executive
<b>Job Code:</b>	
<b>Salary Range:</b>	Dependent On Experience
<b>Hours/week:</b>	40
<b>Type of Position:</b>	Regular Full-time

<b>Reports to (title):</b>	Chief Executive Officer
<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Supervises:</b>	Yes
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	June 12, 2019
<b>Revised Date:</b>	

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at Fort Defiance Indian Hospital, Inc. are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The Executive Vice President of Medical Services (EVPMS) exercises full managerial responsibility for planning, development, organization, integration, administration, quality of care delivered and evaluation of the Medical, Nursing, Healthy Living and Outreach and Quality Services Divisions of the Fort Defiance Indian Hospital Board, Inc. (FDIHB). As a member of the Executive Team, the EVPMS will serve as a liaison between the Chief Executive Officer (CEO) and the elected Medical Staff Leadership, Medical, Quality and Healthy Living and Outreach staff and the Nursing Leadership. The EVPMS will assist the Chief Medical Officer (CMO) and Chief Nursing Officer (CNO) facilitate Medical and Nursing staff goals regarding clinical quality performance. The EVPMS will engage and align the Medical, Nursing and Quality Divisions, improve performance metrics, improve quality of care and at the same time curtail costs by more efficient use of resources. The EVPMS responsibilities also include community health and outreach, utilization review, program growth and development, integrating health systems, aligning and coordinating ambulatory and inpatient/outpatient care, technology acquisition and implementation, process improvement and regulatory compliance.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides support for the CMO and actively participates with the Chief of Staff and the Medical staff Executive Committee, including areas of credentialing, utilization, quality management, patient safety, peer review, medical staff succession, by-laws, risk management, compliance with applicable Federal regulations and Navajo Nation employment laws.

# EXECUTIVE VICE PRESIDENT OF MEDICAL SERVICES

Page 2

## *Position Description*

---

- Facilitates and develops strong collaborative and positive mutually supported relationships between the medical support staff and physicians/providers in order to improve clinical quality and patient experience, achievement of the mission, vision and long term strategic goals.
- Collaborates with CMO, (CNO), and medical professional leadership, and CEO in providing direction and assistance to clinical departments and hospital administration in evaluating new clinical programs and technologies designed to enhance the care and safety of patients.
- Collaborates with CMO, CNO, medical professional leadership, and CEO in developing and maintaining prioritized goals, objectives and work plans including the definition of outcome measures, which are consistent with the mission, vision and overall strategic plan of the organization.
- In conjunction with the CMO, CNO and medical professional leadership, facilitate the cooperation and communication of the medical staff departments within and between nursing, patient care services and operations.
- Is responsible for the Medical and Nursing Divisions, satisfying requirements as stipulated by Centers for Medicaid and Medicare Services (CMS).
- Maintains the oversight and understanding of the physician compensation processes, incentive packages and the concept of fair-market value, both for independent and employed physicians.
- In conjunction with the CEO, works with tribal groups for the purpose of promoting an understanding of Navajo health programs and of promoting community participation in health care planning delivery.
- Assures that meetings are conducted to meet organizational, clinical services and regulatory objectives; including, but not limited to Medical Executive Committee, medical staff business and performance improvement.
- Attends or serves as a member on a variety of hospital committees including but not limited to Board of Directors, Board subcommittees, and leadership committees.
- With the Leadership Council, CMO and CNO, formulates policies, programs, and procedures related to clinical services. Develops and implements plans/programs for improvement, expansion and/or contraction of patient care services to meet changing patient care needs.
- Works on a day-to-day basis with the CEO and other key staff members with responsibility for fully participating in top management discussion, decisions and policy making and sharing accountability in management actions. Such work involves the following kinds of tasks:
  - Participates with CMO, CNO and staff members in the formulation of policies, programs and procedures related to administrative and clinical services. Develops and implements plans, programs for the improvement, expansion and/or contraction of patient services for the revision of present programs and services to meet the changing needs of the patient populations and for the integration of the health activities with other elements of clinical programs and with local, state and federal government activities. Participates in decisions which affect the ability of the hospital to provide adequate patient care.
  - In conjunction with CEO and Chief of Healthy Living & Outreach (CHLO) works with respective local chapters for the purpose of promoting and understanding of FDIHB's health programs. Individually and as a member of a group participates in planning, implementing and evaluating health programs and policies.
- Exercises overall supervisory responsibility for the planning, development, organization integration, and evaluation of clinical and quality services for the entire hospital. Carrying out this responsibility encompasses the following:
  - Supervisory Functions:
    - Work Planning: Advises CEO on requirements or problems existing between clinical services and other work activities with recommendations as to corrective actions as appropriate.

# EXECUTIVE VICE PRESIDENT OF MEDICAL SERVICES

Page 3

## *Position Description*

- Work Direction: Assists the CMO and CNO in decision making in regards to problems not covered by precedents protocols, or established policy. Reports on progress and resolution of problems in achieving objectives to management. Continually studies operations to seek improvements in the quality and quantity of services and takes or recommends necessary action.
- Responsible for the supervision of the CMO, CNO, CHLO and Chief of Quality Services including the granting of personal/educational/administrative leave, develops and implements performance appraisals, resolves individual or group conduct and addresses performance problems.
- Practices in respective field and participates in continuing education to the extent necessary to maintain an unrestricted medical licensure and board certification.
- Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

- |  |   |
|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Ten (10) years direct clinical work experience required with documentation of medical staff leadership experience demonstrated by progressive leadership responsibilities in a medical directorship, elected medical staff officer position, or previous experience as a VPMS or CMO.</li><li>• Five (5) years of direct executive level leadership experience related to the development of a Self-Determination organization under P.L. 93-638.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• An active, unrestricted Medical license (MD or DO) from any US State or Territory; Successful completion of an accredited college/university. Board Certified in their respective specialty area.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Must take a leadership assessment test that measures the applicant's aptitude and must fall within the acceptable range denoting the ability to be successful in the EVPMS position.</li><li>• Demonstrated a commitment to being part of a dynamic, innovative, collaborative leadership team.</li><li>• Demonstrated leadership competencies and skills for the position, including excellent communication, customer service, continuous quality improvement, relationship development, results orientation, team building, motivating employees, performance management and decision making.</li><li>• Demonstrated understanding of principles and implications of standards of quality of care, community health, Lean Six Sigma, utilization review, discharge planning and principles of health care management.</li><li>• Demonstrates a solid understanding of the business and financial implications implicit to the long-term wellbeing of a major healthcare system.</li><li>• Documented understandings of the regulatory environment in healthcare today including the Health Insurance Portability and Accountability Act (HIPAA), physician inurement and the regulatory requirements for a not for profit healthcare system.</li><li>• Knowledge of Medical and Nursing staff responsibilities as stipulated by CMS.</li></ul> |

# EXECUTIVE VICE PRESIDENT OF MEDICAL SERVICES

Page 4

## Position Description

- Knowledge of the mores and customs of Navajo people and the ability to appreciate and respect cultural differences and their effect on healthcare delivery.
- Knowledge about standards/regulations concerning medical staff credentialing and medical staff bylaws.
- High ethical standards with no history of complaints.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers and other references.

### PREFERRED QUALIFICATIONS

- Twelve (12) years direct clinical work experience and a Masters of Healthcare Administration/Master of Public (MPH) Health or equivalent
- Bilingual skills in English and the Navajo language

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

### OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

# EXECUTIVE VICE PRESIDENT OF MEDICAL SERVICES

Page 5

## Position Description

REVIEWED BY	Margaret H. Lynch	TITLE	Chief Human Resources Officer
APPROVED BY	Dr. Sandra Aretino	TITLE	Chief Executive Officer
DATE POSTED		DATE HIRED	

### ACKNOWLEDGMENT

I have reviewed the content of the **EXECUTIVE VICE PRESIDENT OF MEDICAL SERVICES** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

---

---

---

---

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

---