Chief Medical Officer

Job Code 50032874

General Description
Responsible for the management of operations and the administration of the Student Health Center.

Examples of Duties
Supervise and provide leadership for the medical providers.
Schedule and develop provider meeting agendas. Participate in, document and publish discussion to SHC Intranet Provider Meeting Minutes.
Assist in hiring, orientation and supervision of new providers, nurse practitioners and nurses.
Coordinate quality improvement, risk management and continuing education activities. Assist in the collaboration and conduction of quality improvement studies, peer review activities, standards of care, benchmarks and performance measures.
Assist in addressing patient safety and other risk management issues. Determine the educational and training needs of the providers and coordinate appropriate continuing education activities.
Develop policies and procedures to ensure the delivery of high-quality medical services that adhere to best practice guidelines and accreditation standards.
Serve on committees and teams including the Executive Team, Department Head Team and Quality Improvement Team.

Knowledge, Skills, and Abilities
Knowledge of: standards of care, risk management, and continuing education activities; University policies and procedures; compliance with state and federal regulations; the human anatomy, disease processes, and effective treatment; medications available for treatment of medical conditions; medical standards of care and laws governing medical care in the state of Texas; medical reporting requirements; universal precautions to prevent exposure to bloodborne pathogens.

Skill in: providing supervision, managing personnel and working effectively with leaders to achieve goals; problem solving and decision making.

Ability to: implement assigned tasks, new initiatives and special projects; provide clear, concise and effective written and verbal communication; use electronic medical record documentation software.

Experience and Education
Medical degree from an accredited medical or osteopathic medical and any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements
A current and unrestricted medical license is required to practice medicine in Texas as specified in Chapter 155 of the Occupations Code and Chapter 163 of the Texas Administrative Code. Must have a DEA Certificate of Registration to prescribe controlled substances as specified in Section 1306.03 of Title 21 of the Code of Federal Regulations.