

## OCHN JOB POSTING

Job Title: Chief Medical Officer	Date: October 14, 2020
Reports To: Executive Director and Chief Executive Officer	Starting Salary: \$255,000
Overtime Status: Exempt	Bargaining Unit: None
Performance Areas:	Education and Competency Requirements:

**Summary:**

The Chief Medical Officer serves as the organization's Medical Director in accordance with Michigan Public Act 258 of 1974 (as amended) and is responsible for the overall strategic direction and oversight of the clinical programs and service implementation projects. The Chief Medical Officer is the ultimate medical policy decision maker for the OCHN provider system and has a proven ability to be effective across clinical, financial, human resources, legal, and political aspects of the public mental healthcare system. The CMO develops and implement current and long-range programs, plans and policies for OCHN and reviews and evaluates intake, screening/assessment, clinic services, physician and pharmacy services and others as appropriate to assure that organizational objectives are met. This position also reviews and evaluates the work of the OCHN - Region 8, as a PIHP (Pre-Paid Inpatient Health Plan) and CMHSP (Community Mental Health Specialty Programs) in conjunction with MDHHS, other regions, the provider network and internal departments to ensure conformance of the general and specific program guidelines, techniques, policies and laws. The CMO assures input by people served and the larger community is obtained in designing and redesigning clinical operations. The Chief Medical Officer provides direct service consultation to programs and other services. Collaborates with funding sources and other entities in meeting organizational and system designed programming objectives. Daily duties could include offering clinical guidance

**Education:**

- Completion of accredited Doctorate in Medicine

**Training Requirements (licenses, programs, or certificates):**

- Licensed to practice medicine as a physician in the State of Michigan.
- Board Certification in Psychiatry required
- Licensed by the Michigan Board of Pharmacy to prescribe medicine.
- Current license to practice without restriction.
- Registered with the Drug Enforcement Administration to prescribe controlled substances
- Current DEA licensure

**Experience:**

- Have at least five (5) years of experience in the practice of psychiatry, including medical-clinical treatment, program development, and management and administration.
- Seven (7) years' experience in clinical and medical administration in mental health care setting.

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2020 - 024		October 14, 2020	October 28, 2020 @ 5:00 p.m., or until filled.

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to physicians, innovating policy changes, ensuring NCQA compliance, starting quality improvement efforts, evaluating quality of services, developing a budget, assisting in seeking funding opportunities, and cultivating community relationships.

**Essential Functions:**

1. Provide clinical consultation and medical leadership in the organization's planning, monitoring, and continuous improvement efforts including sentinel event review.
2. Orient physicians in the network to OCHN policies and ensure they are kept up to date on changing healthcare regulations.
3. Offer clinical consultation and guidance to physicians within the OCHN provider network.
4. Ensure compliance with the legal requirements regarding second opinions.
5. Represent OCHN in Medicaid and Due Process Hearings.
6. Serve as lead for with the credentialing process of medical staff of core agencies.
7. Serve as lead and provide consultation to the Sentinel Event Review Committee.
8. Participate in statewide PIHP/CMH and provider network medical directors' group to address and resolve matters of common interest as assigned and communicate information back to the Execute Leadership Team and department directors.

- Five (5) years' experience successfully managing external and internal business relationships.

**Knowledge Requirements:**

- Working knowledge of Michigan Mental Health Code and the role of psychiatry in the delivery of public mental health services.
- Knowledge of HIPAA privacy and security requirements.

**Competencies/Skills:**

- Ability to recognize and analyze complex operational/administrative or fiscal problems, and to recommend and implement solutions.
- Strong leadership skills and background in team building, organizing new programs
- Ability to work collaboratively and create a team environment that resolves problems and implement solutions in an environment that fosters continuous improvement.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain strict compliance with conflict of interest standards and policies.
- Ability to conduct effective meetings.

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<ol style="list-style-type: none"> <li>9. Meet with representatives from educational institutions and others to discuss current programs and/or inaugurate new programs in collaboration with Chief Operating Officer and Clinical Director.</li> <li>10. Meet with local advisory boards and mental health board committee to determine systemic policies and procedures.</li> <li>11. Plans and participates in liaison activities with other community agencies.</li> <li>12. Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.</li> <li>13. Participate in committee meetings such as quality improvement and risk management.</li> <li>14. Collaborate and participate in the development of staff educational programs.</li> <li>15. Plans, develops, and carries out any agency research projects in collaboration with other administrative and executive staff.</li> <li>16. Conduct regular medical staff meetings; attend program management meetings and program staff meetings.</li> <li>17. Consult in the development, refinement, and communication of OCHN policies.</li> <li>18. Provide public education and teaching as directed by the CEO/Executive Director.</li> <li>19. As instructed by the CEO/Executive Director, assume leadership, coordination, and/or otherwise participate in special projects and assignments.</li> <li>20. Perform additional duties, as needed.</li> </ol>	<ul style="list-style-type: none"> <li>• Ability to initiate, plan, develop, coordinate, and implement system wide programs.</li> <li>• Highly effective project management skills.</li> <li>• Ability to use office productivity software and electronic healthcare record systems.</li> <li>• Highly effective interpersonal, active listening, negotiation, and conflict resolution skills.</li> <li>• Ability to respond appropriately to and manage crisis situations.</li> </ul> <p><b><u>Core Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Interacting with others in a way that gives them confidence in one's intentions and those of the organization; maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles. (Integrity/Building Trust)</li> <li>• Making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relationships, recognizing that the ultimate customer is the person served. (Customer Focus)</li> <li>• Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application. (Continuous Learning)</li> <li>• Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence in addition to consciously adopting organizational standards of excellence. (Work Standards)</li> </ul>
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	<ul style="list-style-type: none"> <li>Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message. (Communication)</li> </ul> <p><b><u>Special Information:</u></b></p> <p>During the Covid-19 Emergency, a hybrid on-site/remote work is available. The following items apply when onsite work resumes.</p> <ul style="list-style-type: none"> <li>Must have available means of transportation to and from OCHN and for required offsite meetings or site visits.</li> <li>Must be available for meetings and other required events which may occur outside of standard office hours.</li> <li>Work performed primarily in an office environment.</li> </ul>
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