PALLIATIVE CARE CENTER | SILICON VALLEY LEAD MEDICAL DIRECTOR

HOSPICE OF THE VALLEY HOSPICE PHYSICIAN

General Responsibilities

The Lead Medical Director (MD) of the Palliative Care Center|Silicon Valley will have primary responsibility in directly overseeing the medical direction and supervision of patient care for the Palliative Care Center. The MD will be a member of the medical leadership team and will maintain administrative involvement in the budget process, strategic planning, fundraising and public relations efforts, as well as the development and promotion of the Center. Reporting to the Chief Medical Officer as well as the clinic administrator, the MD will harness the energy and commitment of the organization and the community to increase access for appropriate patients served by the Palliative Care Center, by working with the Chief Medical Officer to actively engage with community physicians, healthcare organizations, and patient support organizations.

The MD will serve as the lead medical liaison with health care facilities, community physicians, and the general public in order to improve the quality of life provided to patients with advanced disease considering palliative care services. The MD also will serve as an educator and researcher of palliative and hospice care. The MD will primary responsibility in directly overseeing the development and implementation of palliative consultation services, programs, and education to appropriate medical communities.

Experience and Qualifications:

The Lead Medical Director must possess a license to practice medicine in California and hold an M.D. from an accredited medical school. Board certification in an ABMS medical specialty is required as is certification in Hospice and Palliative Medicine. Proven leadership experience in the healthcare sector along with experience in palliative and hospice care program development is greatly preferred. The Lead Medical Director must have or be eligible for membership in good standing on the medical staffs of the contracting hospitals and skilled nursing facilities within the Palliative Care Center’s service area. The Lead Medical Director must have an ability to work non-judgmentally with persons of varied cultural, religious and socioeconomic backgrounds and lifestyles. The Lead Medical Director will have the ability to engage and lead a diverse group as a team builder, trainer, motivator and cheerleader; and the ability to work effectively with and gain the respect and support of the Hospice of the Valley’s leadership team, board members, staff members, volunteers, caregivers, families and the medical community.
**Duties and Responsibilities:**

- Provide in-patient hospital and out-patient clinic and home consultations and follow-up visits on patients referred to the Palliative Care Center and/or to Hospice of the Valley, including Face-to-Face hospice visits.
- Direct the medical care and treatment of palliative care patients and have primary medical responsibility in overseeing and supporting the care rendered by other members of the interdisciplinary palliative care team.
- Oversee the medical direction, care and treatment of hospice patients and collaborate with other hospice physicians and the patient’s attending practitioner in these responsibilities.
- Professionally contribute to and actively participate in the organizations QAPI program for both hospice, and head the program for palliative care so as to assure the highest quality care for patients and families.
- Develop and review collaboratively with the physician team and Quality Assurance/Performance Improvement (QAPI) Committee appropriate policies and procedures for the Palliative Care Center to meet state and federal clinic regulations.
- Direct in developing and reviewing policies and procedures in support of the mission of the Palliative Care Center,
- Assist in developing and reviewing policies and procedures at Hospice of the Valley, in the best interests of quality healthcare for patients
- Direct the development and oversight of clinical processes for the Palliative Care Center and Hospice of the Valley.
- Serve on appropriate Hospice of the Valley committees such as the Palliative Care Center Committee, the Professional Advisory Board and/or Ethics Committees to improve organization services, as requested.
- Have primary medical responsibility for administrative palliative care services as requested by the Chief Administrator and Chief Medical Officer.
- Direct and manage, in collaboration with the CMO, the relationship between the Palliative Care Center and community providers and regional organizations engaged in the provision of health care services in order to support the growth and mission of the Palliative Care Center and Hospice of the Valley.
- Participate in the drafting and review of appropriate information and marketing material aimed at educating physicians and other healthcare providers on the general goals of palliative care, the services of the Palliative Care Center, and criteria for patient referral to this center.
- Work collaboratively with the Vice-President of HR, the Chief Clinic Administrator and the Chief Medical Officer with the recruitment, interviewing, selection, and training of new Palliative Care Center staff, and likewise assist with current staff.
- Participate and follow when possible Palliative Care Center patients who elect hospice services.
- Participate in medical record review and, when appropriate, the care of hospitalized PCC patients to assist in the coordination of their hospital care with the PCC plan of care.
- Serve as a consultant to the patients’ attending physician in the care of Palliative Care Center patients and when the transition to a hospice level of care might be considered.
- Be available to complete the death certificate for PCC and hospice patients, as required.
- Collaboratively develop, oversee and review the Palliative Care Center formulary with other Center practitioners and the consultant pharmacist.
- Maintain current knowledge and understanding of the laws, rules, standards and regulations related to the Palliative Care Center and hospice services.
• Participate in educational opportunities for physicians, nurses, social workers and other health care providers, including organizational staff, to enhance the understanding of palliative and hospice care, the mission of hospice and the appropriate referral and treatment of palliative care patients.
• Participate in professional organizations related to palliative medicine, and attend state and national conferences as appropriate to maintain knowledge and to network.
• Enhance the organizations relations with the public and the media by acting as an organizational spokesperson through positively representing palliative care and hospice.
• Provide in office physician hospice services one or two days a week on regular basis, increasing to 3 days a week on a temporary basis if required by the absence of other hospice physicians.
• Participate as needed in the certification and re-certification of hospice patients who meet hospice eligibility criteria in accordance with Medicare and other governing regulations.
• Conduct hospice related physician home and facility visits as necessary.
• Participate in the physician on-call rotation for hospice and palliative care.
• Perform other duties consistent with the customary skills and training of a palliative medicine physician and the mission and goals of Hospice of the Valley Inc. and the Palliative Care Center, as requested.

Reviewed and in agreement:

_________________________________________  ____________
Employee Signature                  Date

_________________________________________  ____________
Chief Medical Officer                  Date