Job Description

Hospital Administrator

Department: Administration

Responsible To: Board of Trustees

Approval/Revision Date: ______________________________

Board Approval: ____________________________________

Occupation Summary:

• Provides overall leadership and coordinates activities of all aspects of the Hospital and Nursing Home, with the objective to ensure that the delivery of patient and healthcare service programs are consistent with Demonstration Memorial Hospital and Nursing Home’s values, as set forth by the Board of Trustees in their mission statement.

• Maintains contemporary knowledge of ideas and developments in all phases of hospital administration. Provides leadership to all personnel of the Hospital and Nursing Home, the Board of Trustees, and the Medical Staff in the form of continuing education as to the changes in the healthcare industry.

• Promotes the financial management of the Hospital and Nursing Home, to include an internal budgetary process, prepared by the department managers, monitored on a monthly basis, and reported to the Board of Trustees, for the evaluation of the financial viability of the Hospital and Nursing Home as set forth in the strategic plan.

• Promulgates and enforces all rules and regulations for the proper conduct of the Hospital and its purposes made by and under the authority of the Board of Trustees. Formulates, establishes and enforces such additional procedures, rules and regulations as may be necessary to provide for the proper admission, care, safety and discharge of patients.
Primary tasks, duties and responsibilities:

Board Relations and Development:

♦ Works closely with the Board of Trustees to enhance its effectiveness in meeting the needs of the Hospital and Nursing Home.

♦ Recommends policy positions concerning legislation, government and other matters of public policy.

♦ Provides comprehensive and accurate information for Board of Trustees, for their use in decision making and policy matters.

♦ Assists with identifying potential Board Members.

♦ Make available to the Board of Trustees and its committees, periodic reports showing the professional services and financial activities of the Hospital and Nursing Home and submits such special reports as may be required by the Board.

♦ Attends all meetings of the Board of Trustees and its committees, as required.

Planning:

♦ Provide leadership to the Board of Trustees, involving the Board of Trustees in the strategic planning and financial planning process, which supports the Hospital and Nursing Home’s Mission Statement and Goals.

♦ Participates with the Board of Trustees in charting the course of the Hospital and Nursing Home in response to the needs of the community.

♦ Evaluates the effects of external forces on the Hospital and Nursing Home and integrates appropriate responses in the Hospital and Nursing Home’s short and long range strategic plans.

♦ Completes annual operating plan to facilitate achievement of goals established in the Hospital and Nursing Home’s long range strategic plan.
Professional Management Staff:

♦ Develops and implements an organizational plan to meet the needs of the Hospital and Nursing Home.

♦ Responsible for the employment, selection, controls and discharges all professional management staff members of the Hospital and Nursing Home.

♦ Establishes formal responsibilities and accountabilities of all members of the professional management staff and evaluates, or ensures the evaluation, their performance on an annual basis.

♦ Ensures the attainment of Hospital and Nursing Home goals through the selection, development, motivation and the evaluation of all professional management staff.

♦ Review and recommends compensation and benefits for all members of the professional management staff.

♦ Negotiates professional contracts and ensures that appropriate salary or contractual rates are developed and maintained.

Human Resources Management:

♦ Ensures that the patient care and operational needs of the Hospital and Nursing Home are attained through the selection, training, motivation and evaluation of all employees.

♦ Implements appropriate staffing levels and a plan of departmentalization to facilitate effective delivery of patient care and support services.

♦ Specifies personnel accountability and ensures that performance is evaluated on an annual basis.

♦ Reviews and recommends compensation and benefits consistent with Board approval and limitations on the Hospital and Nursing Home ability to afford benefits.
**Quality of Health Services:**

♦ Monitors the adequacy of the Hospital and Nursing Home’s medical activities through coordination with the Board of Trustees, Medical Staff and patient care staff, the policies needed to assure quality healthcare services.

♦ Creates an operating environment, which facilitates the effective practice of medicine by the physician members of the Medical Staff.

♦ Consults with leaders of the Medical Staff concerning patient care needs and allocation of resources to effectively meet those needs.

♦ Represents the Board of Trustees before the Medical Staff of the Hospital and Nursing Home.

♦ Coordinates the recruitment and retention of members of the Medical Staff.

**Allocation of Resources:**

♦ Promotes delivery of healthcare services in a cost-effective manner consistent with maintaining an acceptable level of quality.

♦ Assures the sound fiscal operations of the Hospital and Nursing Home including the presentation of a comprehensive annual operating budget and implementing and monitoring of that budget following Board approval.

♦ Presents to the Board of Trustees a capital equipment budget and implements that budget following Board approval.

♦ Plans the use and maintenance of physical resources of the Hospital and Nursing Home.

♦ Ensures the Hospital and Nursing Home has an appropriate risk management program and is appropriately insured.

♦ Arranges contractual relationships with consultants, contractors, architects and similar professional in planning and developing facilities, financing and personnel programs.
Allocation of Resources: (Continued)

♦ Signs contracts or other instruments as the authorized representative of the Hospital and Nursing Home, except in cases where execution shall have been expressly delegated by Law or the Board of Trustees to some other officer or agent of the Hospital or Nursing Home.

Compliance with Regulations:

♦ Ensures compliance with regulations governing the Hospital and Nursing Home and rules of accrediting bodies, by continually monitoring the activities and initiating changes as required.

♦ Participates in and makes recommendations regarding any litigation involving the Hospital and Nursing Home.

Promotion of the Hospital:

♦ Encourages the integration of Hospital and Nursing Home with the community by implementing effective communications.

♦ Represents the Board of Trustees to the community.

♦ Initiates, develops and maintains cooperative relationships with the business community and other regional healthcare providers.

♦ Generates community involvement through auxiliary, volunteer and staff programs.

♦ Speaks before community and business groups about healthcare issues and the Hospital and Nursing Home’s programs to meet community healthcare needs.

♦ Works with the community to develop special interest groups to support and evaluate and recommend services for the Hospital and Nursing Home.

♦ Promotes health awareness in the community and makes frequent visits to various business and special interest groups to promote Hospital and Nursing Home services.
Statement of Understanding and Acceptance:

I have read and understand the above position description. I am accepting the responsibilities and agree to fulfill these and other duties as assigned.

_________________________________________  ________________
Employee Signature                      Date
WHAT DOES TODAY’S HEALTHCARE CHIEF EXECUTIVE OFFICER NEED TO SUCCEED?

EDUCATION:
• A master’s degree, preferable in healthcare administration or business administration. Additional education, training and involvement in the American College of Healthcare Executives or other specialized programs are also beneficial.

EXPERIENCE:
• At least four (4) years’ experience as a chief executive officer or chief operating officer of a hospital or medical center.

• In addition, candidates for chief executive officer must have demonstrated successful experience in each of the five (5) areas:
  1. Board relations,
  2. Physician relations,
  3. Community relations.
  4. Hospital operations management, and
  5. Team building.

• Ideally, candidates will have successfully led an organization through a period of change; preferable involving managed care contracting.

MANAGEMENT AND LEADERSHIP SKILLS:
• A vision of where the healthcare field is headed in the next five (5) years and where rural hospital and physicians fit.

• An open, forthright and collaborative management style that involves sharing information and leading staff, doctors, and the board to understand, accept and cooperatively undertake those actions required to meet the health care needs of the surrounding community.

• A communications style that engenders trust and can be described as “speaking straight” to the board and medical and hospital staffs about strategies and alignments.

• Not a micro manager.
HUMAN RELATIONS SKILLS:

- Relates well to all levels of the organization and is not pretentious.
- A high degree of personal integrity and honesty.
- Approachable and friendly.
- A good mentor.
- Compassionate.
- A good listener.
- A sense of humor.
- Tactful and diplomatic.
- Balanced personal and professional life responsibilities.

TO BE SUCCESSFUL, THE NEW CEO MUST ACHIEVE THE FOLLOWING OBJECTIVES:

1. Form a strong, open and collaborative relationship with the hospital's medical staff. Work cooperatively with the medical staff in managed care contraction. Earn the trust of the doctors.

2. Over time, develop an integrated healthcare delivery system in which the hospital is a regional center and provider.

3. Keep hospital costs low to make the hospital an attractive contracting partner with physicians in securing managed care contracts. This may include developing new information systems to provide reliable data to track costs.

4. Develop a sense of teamwork among all levels of the hospital: physicians, executives, supervisory management and employees.

5. Implement clinical program enhancements.

6. Participate in community and civic activities and be a visible presence in the community.