

POSITION DESCRIPTIONS

Job Title	JOB DESCRIPTION
Chief Executive Officer	Responsible for planning, directing, coordinating and controlling the overall operations of the organization and subsidiaries. Directs short and long-range functions including development of goals, objectives and strategic plans. Reports to a Board of Directors/Trustees.
Chief Administrative Officer	Responsible for direction and coordination of two or more significant administrative departments and/or functions (e.g. Human Resources, Public Relations and Marketing, Legal, Compliance, Real Estate). Assists in development and administration of organizational policies and procedures. Typically reports to the President/Chief Executive Officer (CEO) or Chief Operating Officer (COO). Note: This position should not match one of the specific top area functions (e.g., Chief Information Officer, Top Human Resource Executive). Typically, one employee, the most senior individual, per entity should be reported.
Chief Operating Officer	Primarily responsible for the day-to-day operations of the entire organization and may have direct responsibility for one or more departments. Assists in planning and directing the overall operation of the organization. Participates in short and long-range planning functions. May also be engaged in functional operation of certain aspects of the organization such as acquisitions, financial forecasting, etc. In absence of the CEO, is responsible for hospital administration.

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Chief Financial Officer	Directs financial planning, fiscal policies, administration of accounting practices, and supervision of activities involving treasury, budgeting, tax, purchasing, real estate, payroll, insurance activities and audits. Ensures all financial reporting systems are developed and maintained. Maintains compliance with regulatory policies.
Vice President Finance	Responsible for the development, implementation, and maintenance of the organization's accounting principles, practices, and procedures for the maintenance of its fiscal records. Prepares timely and accurate financial statements/reports to determine the organization's costs, budgets, trends, and cash flow. Ensures compliance with generally accepted accounting principles. Reports to the Chief Financial Officer.
Top Medical Affairs Executive	Plans, directs, and coordinates all physicians. Participates in establishing and implementing standards of medical service, and advises Chief Executive Officer and Chief Operating Officer on medical and administrative questions and policies as they relate to medical practices. Plans for and participates in intern and resident physician education and oversees matters related to physician relations. Responsible for review and measurement of patient care effectiveness, physician recruiting and coordination of medical staff affairs such as peer review. May serve as a consultant in unusual and difficult medical cases. Maintains compliance with regulatory policies. Typically reports to CEO.

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Top Patient Care Services Executive	Directs and coordinates nursing and a broad range of patient care services functions of the organization (e.g. social services, emergency medicine, and respiratory care services). Represents nursing and patient care services in corporate planning, evaluates and implements nursing and patient care policies, monitors overall performance of nursing and patient care units, plans and directs orientation and patient care training programs. Typically reports to Chief Executive Officer or Chief Operating Officer.
Top Information Systems Executive	Directs the long-term planning and production activities of the Information Systems area including all phases of systems design, programming, installation, and daily operations. Reviews and evaluates project feasibility studies based on management requirements and priorities. Implements the installation and operation of systems and equipment. Keeps abreast of industry standards.
Legal Counsel	Plans and directs the legal activities of the organization. Responsible for the development and coordination of the organization's legal function. Provides legal advice to management, reviews contracts, ensures compliance with federal, state, and local laws/regulations. May represent the organization to the courts and government agencies regarding complex legal issues or may manage the services of outside counsel.

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Chief Strategy Officer	Formulates strategies for long-term growth of the organization and business development initiatives. Reviews feasibility studies and market research to determine if changes need to be made to the strategy. Ensures strategies generate additional business revenue including viability and structure through merger, acquisition and affiliation with other profit and/or non-profit healthcare organizations.
Top Marketing and Communications Executive	Responsible for developing, directing and executing a comprehensive marketing strategy and for planning, developing and implementing all internal and external communication activities. Provides administration with summaries and recommendations from market research evaluations. Monitors tone and content of communications to ensure consistency and advancement of organization's philosophy and desirable image.
Chief Development Officer	Develops and directs the fund-raising efforts of the organization. Reviews and researches resources available through foundations, trust and grant programs. Identifies potential sources of funds and controls on-going solicitation efforts.

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Top Human Resources Executive	Responsible for the overall human resources functions of the organization including: employment, employee/management relations, compensation and benefits administration, training and development, human resources planning, and compliance with federal and local laws and regulations. Directs the development and consistent implementation of human resources policies and practices throughout the organization. May also be responsible for the Employee Health and Volunteer Programs.
Top Population Health Executive	Responsible for leading, designing, implementing the healthcare organization’s population health strategy. Develops methods to measure improvements in the overall health status of the communities served by the organization as well as lower the cost of care for specific populations. Ensures data access and sharing throughout the community, targeting specific high-risk populations for intervention. Change-management leadership and service-level agreements with a diverse group of stakeholders—including clinical staff, administration, physician leaders, cross-continuum partners, and health plan providers. Typically reports to the CEO, COO, or CMO
Vice President Physician Integration	Responsible for developing and overseeing the overall physician practice operations, including financial performance, marketing, physician recruiting, and contracting. Coordinates services for employed and independent physicians and extenders. May serve as a liaison for the physicians to the governing body of the health system. Typically reports to the President/Chief Executive Officer or Chief Operating Officer.