

## Sample Job Description

### Palliative Care Program Director

**Job Title:** XXXX Palliative Care Program Director

**Reports to:** TBI

**Status:** Full Time

#### **Purpose of the Position:**

- Provide operational leadership for all palliative care services At CMH, SJWB and Community Physicians
- Provides clinical leadership and expertise for the palliative care clinicians.
- Proactively identifies opportunities to improve the patient and family experience of care and to improve the efficiency and effectiveness of resource use.
- Ensures compliance with legal, regulatory, and clinical policies and procedures.

#### **Job Responsibilities**

- Oversight of the work of the palliative care clinicians.
- Palliative Care clinician duties for inpatient/outpatient palliative care services
- Participation and clinical leadership in the development and review of appropriate clinical protocols.
- Leads monthly and periodic team meetings for the operational and administrative functions of palliative care program.
- Coordinates annual strategic planning for palliative care program.
- Development and oversight of metrics to demonstrate program impact.
- Oversight of program budget, review of performance measures, and use of staff resources proportional to activity and patient care.
- Regular review of financial and operational impact of palliative care program on the hospital, and production of summaries for leadership review.
- Leadership in the identification of education needs for health system staff and development of effective educational strategies.
- Works towards development of comprehensive palliative care services in the inpatient and outpatient setting, Intensive Care Units and Emergency Departments
- Participates in health system initiatives to integrate palliative care into PCMH and ACO care models
- Outreach to community agencies and health care settings as appropriate.
- Assures that clinical protocols, utilization review, case management, quality assurance, and compliance programs are implemented according to hospital policies.
- Participates in quality assurance and peer review programs; and assures compliance with and implementation of any resulting recommendations.
- Spokesperson for the palliative care program internally and externally.
- Works with health system leadership to enhance the palliative care program's community outreach to physicians, the public, healthcare facilities, and other applicable organizations in the community.
- Works with the Director of Development to secure philanthropic support.

#### **Job Qualifications:**

- Doctor of Medicine or Osteopathy with five (5) years Hospice/Palliative care clinical experience.
- Board certified or eligible in *Hospice and Palliative Medicine*.

- At least 2 years experience working as part of an interdisciplinary team.
- Current state medical license and in good standing with medical board.
- Management and leadership experience preferred.

Tool provided by: David E. Weissman MD, 2015

