

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Medical Director/Chief Medical Officer
<u>Status:</u>	Full-Time/Salaried
<u>Program:</u>	Federally Qualified Health Center
<u>Location:</u>	JRF Community Health Center (JRF-CHC) - Edison, NJ
<u>Reports To:</u>	Chief Executive Officer
<u>Salary:</u>	\$200-230K

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

Job Summary:

Under the direction of the Chief Executive Officer, the Medical Director/Chief Medical Officer (MD-CMO) is responsible for providing leadership to all clinical staff members in all aspects of primary care services provided by the health center, including, but not limited to ancillary services such as mental health, laboratory, and pharmacy services. CMO is responsible for providing direct patient care as per their medical discipline. In addition, the MD-CMO will work in conjunction with the Executive Team in the formulation and execution of policy in those matters relevant to the provision of high quality, medical care. The MD-CMO may also be directed by the CEO to perform other duties in accordance with funding requirements, contractual agreements, policies, procedures, and protocols established by HRSA.

Essential Responsibilities:

Clinical Care

- Provide complete, comprehensive, family-oriented outpatient care for patients throughout life cycle, including health examinations and treatment of medical conditions, to include follow-up, in an ambulatory care setting
- Interview patients to obtain medical history, to evaluate and treat patients in accordance with health center policies and procedures to ensure top quality treatment and service
- To manage acute and chronic illness, develop a plan of care, coordinate care and determine the need for case conference
- Make appropriate referrals and coordinate with both internal services of the clinic and/or external agencies for additional services required
- Work closely with Licensed Clinical Social Worker to provide continuity of care for mental health services
- Adhere to Collaborative Agreements with all other Physicians, Nurse Practitioners, Assistants and/or any certified health care professionals who provide care to the facility's patients
- Perform minor procedures such as injections, immunizations, suturing and wound care
- ; Order Physical Therapy and referrals to specialists
- Order and interpret diagnostic laboratory tests
- Maintain thorough and accurate records via EHR, documenting patient evaluation and treatment, prescribing medications, and progress
- Provide clear written and verbal communications to patients and staff
- Adhere to the highest standards of medical practice, ethics, and professionalism at all times.
- Adhere to current evidence-based clinical guidelines, standards of care, and standards of practice in the provision of health center services

Leadership and Oversight

- Lead and guide the clinical staff to ensure high-quality, patient-centered care.
- Foster a culture of continuous improvement in clinical services and patient care.
- Implement evidence-based practices and clinical guidelines to maintain care standards.
- Advocate for patient safety and ensure that clinical practices align with the latest healthcare trends and regulations.

Strategic Planning:

- Collaborate with senior leadership to develop long-term strategic plans for clinical operations.
- Ensure clinical strategies align with the mission and vision of the FQHC, focusing on accessibility, quality, and community health.
- Monitor healthcare industry trends to inform and adjust the center's clinical strategies.

Quality Improvement:

- Oversee clinical quality improvement initiatives, ensuring high standards of care are met.
- Lead efforts to achieve and maintain accreditation and certification standards, such as those from NCQA (National Committee for Quality Assurance).
- Monitor and improve patient outcomes by analyzing clinical performance data.
- Clinical Education and Training:
 - Ensure that clinical staff receive appropriate training and continuing education to stay current with best practices and new technologies.
 - Implement clinical mentoring and peer review programs to improve team performance.
 - Support the development of new clinical competencies as healthcare practices evolve.
- Collaboration with Other Departments:
 - Work closely with the Chief Executive Officer (CEO) and other members of the senior leadership team to align clinical services with operational goals.
 - Collaborate with administrative teams to ensure seamless patient experience and improve service delivery.
- Serve as a key liaison between the clinical staff and the Board of Directors, providing updates on clinical operations and patient care initiatives.
- Regulatory and Compliance Leadership:
 - Ensure that clinical practices comply with federal, state, and local healthcare regulations and standards.
 - Stay informed of changes in healthcare laws, policies, and regulations, and implement any necessary changes in clinical operations.
- Lead the FQHC's efforts in meeting the requirements of the Health Resources and Services Administration (HRSA) and other relevant regulatory bodies.

Administrative Duties:

Clinical Operations Management:

- Oversee the day-to-day operations of the clinical departments, including primary care, dental, behavioral health, and any other services offered.
- Manage staffing levels and the scheduling of clinical personnel to ensure efficient patient care delivery.
- Ensure that the FQHC maintains appropriate clinical supplies and equipment.
- Budgeting and Resource Allocation:
 - Develop and manage the clinical department's budget, including staffing, equipment, and resource needs.
 - Monitor the budget and financial performance of clinical services, making adjustments to improve cost-efficiency without compromising care quality.
- Evaluate and recommend investments in new technologies, equipment, or services that enhance patient care.
- Data Collection and Reporting:

- Ensure accurate and timely reporting of clinical performance metrics and patient outcomes to internal and external stakeholders (e.g., HRSA, board members). This includes the Annual UDS Report.
- Collect and analyze clinical data, including patient satisfaction, utilization rates, and quality measures, to assess the effectiveness of care and identify areas for improvement.
- Policy Development and Implementation:
- Develop and implement clinical policies and procedures that align with best practices and regulatory requirements.
- Ensure that clinical staff are trained in and follow established policies to maintain consistency and compliance in care delivery.
- Update policies regularly to reflect changes in clinical practice, regulations, or healthcare standards.
- Staff Recruitment and Retention:
- Lead recruitment efforts to ensure that the FQHC attracts highly qualified clinical staff, including physicians, nurses, and other healthcare providers.
- Implement strategies to retain top clinical talent by fostering a supportive, team-oriented work environment and offering professional growth opportunities.
- Patient Safety and Risk Management:
- Oversee patient safety protocols to minimize risks, including infection control, patient confidentiality, and medical errors.
- Lead initiatives aimed at reducing malpractice claims and improving overall clinical risk management.
- Address any patient safety incidents promptly and ensure that corrective actions are taken.
- Electronic Health Record (EHR) Management:
- Oversee the implementation and optimization of the Electronic Health Record (EHR) system to improve clinical workflows, patient documentation, and data sharing.
- Ensure that EHR practices are in compliance with HIPAA and other data security regulations.
- Work with IT and other administrative teams to address any technical issues with the EHR system.

Community Engagement:

- Represent the FQHC in the community as a clinical leader, building partnerships with local healthcare organizations and advocating for community health.
- Collaborate with outreach teams to improve health education and awareness within the community, particularly for underserved populations.
- Responsible for managing immunization records for all medical staff, ensuring the staff are up to date on necessary vaccinations along with ensuring the staff are assessed for fitness for duty.
- Review and approve Credentialing packages for clinical staff
- Initiate and maintain an affiliation with professional groups, medical associations, and medical organizations, and represents the FQHC in meetings of these associations and organizations.
- Assist in developing health care plan and review of program requirements and recommend changes when necessary.
- Meets with the Medical Staff of other hospitals to effect ease of communications between facilities.
- Addresses clinical system problems, identifying cause and developing action plans for effective resolution.
- Participate in all mandatory JRF Community Health Center Meetings.
- Performs other related duties as assigned or requested.

Qualifications:

Education/Experience.

- Board Certified Physician (MD or DO)
- Licensure in New Jersey, or willingness to become licensed in New Jersey.
- Experience in a public health or community clinic setting providing primary care to patients from low-income economic status.
- Interest in establishing and maintaining an efficient health care system in a community health care center setting highly desirable.

- Authoritative knowledge of the principles of practice, principles of general management and specifically in personnel management and techniques in running a medical practice in a community health center are highly desirable.
- Clinical leadership skills in quality and utilization management, clinical effectiveness and outcomes, clinical staff development, case management, clinical protocol development.
- Solid knowledge of PCMH accreditation processes.
- Knowledge and ability to use an Electronic Medical Record (EMR) system.
- Demonstrated management, leadership and executive capabilities. Enjoys working as a member of a cohesive team,
- Ability to teach and educate and to articulate positions effectively. Excels in effective coaching and counseling of employees, as well as definitive mentoring skills.
- Familiarity with the Federal and State rules, regulations, and practices pertaining to a Federally Qualified Health Center highly preferred
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds
- Adequate vision, sight, speech, and hearing to meet core duties of the position. Ability to reach, stoop, walk, and lift 25 pounds.

**If you are interested in this position, please send your resume to: jobs@jrfnj.org
Attention: Director of Human Resources**



Site Address: 1931 Oak Tree Rd. Edison, NJ 08820

Office Hours: Monday/Thursday 11am-8pm, Tuesday/Wednesday/Friday 9am-5pm, and Saturday 9am-2pm

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