

## **Northwest Colorado Health**

### **Medical Director - Hospice**

#### **General Statement of Duties:**

The Hospice Medical Director is responsible for providing clinical leadership and expertise to the hospice interdisciplinary group (IDG), for the purpose of improving patient medical care and palliation.

#### **Supervision Received:**

Reports to the Director of Home Services.

#### **Supervision Exercised:**

Supervises all hospice physicians either employed or contracted.

#### **Essential Functions:**

1. The Medical Director will provide medical supervision and compliance with the medical standards of care for services.
  - Collaborating with the attending physicians as needed regarding eligibility for hospice care, pain and symptom control. Complements attending physician care;
  - Certifies that the patient meets the medical criteria for hospice admission based upon available diagnostic and prognostic indicators, related diagnoses if any, current subjective and objective medical findings, current medication and treatment orders, information about the medical management of any of the patient's medical conditions unrelated to the terminal illness;
  - Re-certifying patients, as appropriate, for continuation of the Medicare Hospice Benefit at the appropriate time and levels of care;
  - Overseeing the medical component of the hospice's patient care program;
  - Assures overall continuity of hospice medical services and assures the patient receives appropriate measures to control uncomfortable symptoms.
  - The Hospice Medical Director is an integral part of the IDG and attends IDG meetings as scheduled, acting as a medical resource for the team, guiding the work of those who provide direct medical services. Acting as a medical resource for the Hospice Interdisciplinary Group (IDG) meetings;
  - Assuring physician representation at and participation in IDG meetings;
  - Act as a liaison to physicians in the community;
  - Works with Hospice team to ensure that program complies with all rules and regulations.
  
2. Participates in the Performance Improvement and Quality Assessment process for Hospice.
  - Provide educational and consultative assistance related to hospice care;
  - Assist in the development and review of clinical protocols;
  - Participate in continuing education for all hospice staff providing direct care;

3. Provides consistently high quality care to patients.
  - Provide coverage and support after normal business hours;
  - Perform home visits for patient assessment and intervention as needed and appropriate;

*This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education:**

Licensed MD or DO, current license (in good standing) and board certified in family practice or internal medicine required.

**Experience:**

A minimum of one year progressive experience in hospice or completion of a hospice medical director training program required. Experience with medical ethics and quality improvement methodology preferred, not required.

**Knowledge, Skills and Abilities:**

Demonstrated ability in understanding the needs of and working with dying individuals in a hospice setting required. Ability to provide emotional support to patients and caregivers required. Demonstrated problem solving skills preferred. Ability to communicate effectively with diverse staff and patients, their families and caregivers required. Skills with medical electronic medical records required.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current CPR certification.
3. Current Colorado license.
4. PECOS enrolled by January 1, 2019

**Working Conditions:**

1. This position is in a well lit, accessible office environment, and involves sitting approximately 20% of the day, walking or standing the remainder.
2. Work environment in home visits is highly variable, as care is performed in private homes and other designated facilities. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
3. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_