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| **Figure 1.4** | **Sample Medical Staff Leadership Job Descriptions** |
| **Medical Staff President Appointed to year term**  **[Annual stipend/honorarium: $ ]**  **Duties:** Represents the needs and interests of the entire medical staff. Chairs the medical executive committee. Advocates for the medical staff and serves as its representative in its relationships to the hospital’s administration and board of governors. Provides, jointly with medical executive committee, direction to and oversight of medical staff activities related to assessing and promoting continuous improvement in the quality of clinical services and all other functions of the medical staff. Advises the hospital by participating in the evaluation of existing programs, services, facilities, and medical staff; and evaluating continuation, expansion, abridgment, or termination of each. Participates in evaluation of the financial, personnel, and other resource needs for new programs or services; constructing new facilities; or for acquiring new or replacement capital equipment; and assesses the relative priorities or services and needs and allocation of present and future resources. Communicates strategic, operational, capital, human resources, information management, and corporate compliance plans to medical staff members. | |
| **Medical Staff Vice President/President-Elect—MD or DO Appointed to year term**  **[Annual stipend/honorarium: $ ]**  **Duties:** In the absence of the medical staff president, assumes all duties of and has the authority of the medical staff president. Additional duties include assisting the medical staff president as the medical staff president requests. Serves as a member of the medical executive committee and may serve on the medical staff quality committee. | |
| **Immediate Past President—MD or DO Appointed to year term**  **[Annual stipend/honorarium: $ ]**  **Duties:** Serves as consultant to the medical staff president and president-elect, provides feedback to the officers regarding their performance of assigned duties, serves as a member of the medical executive committee and credentials committee, and chairs the medical executive committee nominating subcommittee. | |

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| **Figure 1.4** | **Sample Medical Staff Leadership Job Descriptions (cont.)** |
| **At-Large Members—MD or DO Elected to year term**  **Duties:** Advises and supports the officers of the medical staff; directs and oversees the work of the medical staff pertaining to quality improvement, peer review, patient safety, error and liability reduction, medical staff development, hospital strategic and capital planning, credentialing and privileging, and medical staff governance, as well as leadership succession and communication with the medical staff and between the medical staff, senior management, and the board. Is responsible for representing the needs and interests of the entire medical staff and not simply representing the preferences of their own particular clinical specialty. At-large members are elected, voting members of the medical executive committee. | |
| **Clinical Service Chiefs Elected to year term**  (Elected by the active members of the clinical service, subject to ratification by the medical executive committee. Clinical service chiefs may serve successive terms.)  **Duties:** Formulates continuing education and encourages discussion of patient care issues pertinent to that clinical specialty and related clinical specialties. Conducts grand rounds as desired by physicians in the clinical service. Discusses policies and procedures and reports on same to other appropriate clinical service chiefs to foster cross-specialty communication. Discusses equipment needs pertinent to that clinical service. Develops reports and evaluations for a specific issue at the request of another clinical service chief, the medical executive committee, or other hospital or medical staff committee. Encourages participation  in the development of criteria for clinical privileges and gives input on an application or reapplication, when requested by the credentials committee or medical executive committee. Submits an annual report detailing the clinical service activities to the medical executive committee. | |
| **Committee Chairs**  **Appointed by Medical Staff President**  **Duties:** Acts on all matters of medical staff business and fulfills any state and federal reporting requirements. Participates in the evaluation of existing programs, services, and facilities of the hospital and medical staff and evaluating continuation, expansion, abridgment, or termination of each. Participates in the evaluation of the financial, personnel, and other resource needs for beginning a new program or service; constructing new facilities; or acquiring new or replacement capital equipment; and assesses the relative priorities or services and needs and allocation of present and future resources. Communicates strategic, operational, capital, human resources, information management, and corporate compliance plans to medical staff members. | |