

JOB DESCRIPTION

IDENTIFYING INFORMATION		
Position Title: Associate Hospice Medical Director/ Hospice Physician	Department: Hospice	Date: 10/2019
Supervisor's Title: Hospice Medical Director	Exempt/Non-Exempt Status: Click here to enter text.	Grade Level: Click here to enter text.

JOB SUMMARY:

The Associate Hospice Medical Director/Hospice Physician provides the Hospice Medical Director with assistance at the local clinical practice oversight and management level in accordance with state and federal practice law for patients in the hospice care setting. The Associate Hospice Medical Director collaborates with attending physicians, specialists and non-physician providers as applicable for the purpose of coordination of care to effectively meet the medical, psychological and spiritual needs of the patient.

ESSENTIAL JOB RESPONSIBILITIES:

- 1) Collaborates in a team approach with the IDG, and attends the IDG meeting on behalf of the Medical Director to ensure the medical needs of the patients are met; that the patient receives appropriate measures to control symptoms by oversight of medications and treatments, and provides oversight of the plan of care and continuity of hospice medical services.
- 2) Aids the medical Director in certifying patient eligibility for admission to hospice based upon available diagnostic and prognostic indicators and recertifies patient eligibility as appropriate.
- 3) Documents the care provided in the patient's clinical record, providing evidence of progression of the end-stage disease process as needed.
- 4) Collaborates with the patient's attending physician, as needed to develop and update the patient's plan of care, to identify needs not met by the attending physician, and to insure patient comfort.
- 5) Provides on-call services for the agency and works with the Manager of Clinical operations to arrange alternate physician coverage when the Associate Hospice Medical Director is unavailable.
- 6) Acts as a liaison and provides consultation to community physicians and healthcare providers regarding agency services, admission criteria for hospice and participates in community programs and events to help promote the agency's mission in end-of-life care.
- 7) Maintains current knowledge of the latest research and trends in hospice care and pain/symptom management.
- 8) Assists the Medical Director in meeting the general medical needs of a hospice patient to the extent that these needs are not met by the attending physician.
- 9) Champions quality improvement, takes an active role in QI projects when improving medical practice and/or interdisciplinary practice affecting patient or organizational outcomes.

RESPONSIBILITIES FOR ALL ECUMEN POSITIONS:

1. Acting with Honor and Character

- a. **Ethics and Values:** Engages in open and honest dialogue with others. Treats individuals respectfully, professionally and fairly.
- b. **Integrity and Trust.** Shows consistency between words and actions. Protects confidential (and sensitive) information. Effectively handles emotions, including anger and frustration.

2. Honoring Brand

- a. **Personal Alignment:** Models commitment to Ecumen's mission, vision, values. Demonstrates an understanding of how their role contributes and adds value to their business unit and Ecumen.
- b. **Drive and Initiative:** Sets high standards for his or her performance. Accepts responsibility for taking initial action.

3. Creating the new and different

- a. **Creativity:** Is willing to challenge the status quo. Encourages others to try new methods and approaches. Supports his/her team, even when the initial efforts are unsuccessful.

4. Empowerment

- a. **Customer and Team Focus:** Establishes and maintains effective customer relationships. Demonstrates effective listening skills. Involves others in shaping plans and making decisions that affect them. Uses customer perspective, feedback and data for decision making and improvements in service delivery. Reliably and consistently demonstrates timely follow through and responsiveness to customer needs and requests. Champions initiatives that drive increased customer satisfaction.

QUALIFICATIONS:

- 1) Current physician license in good standing.
- 2) Board certified in a related specialty and has expertise in the medical care of terminally ill individuals.
- 3) Extends the agency mission by treating each patient and team member with respect and kindness.
- 4) Hospice and Palliative Care certification preferred.
- 5) Staff privileges at a Medicare Certified hospital in the Twin Cities metro area.

The following qualifications apply to all Ecumen positions:

- 1. Able to follow all safety rules, regulations, policies and procedures of the facility including but not limited to: Vulnerable Adult and Abuse Policy, Resident's Bill of Rights, OSHA, Universal Precaution, AWAIR, Right to Know, and MSDS.
- 2. Good steward of time and resources.
- 3. Able to communicate effectively including written and verbal skills.
- 4. Able to work well both individually and as part of a team through respect, collaboration and dedication.
- 5. Able to prioritize and organize work effectively and efficiently.
- 6. Must be flexible and adaptable to changing situations including able to work irregular hours, attend meetings and special events.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

1. In an 8 hour day, employee must: Place an "X" to identify full capacity for each activity									
# of Hours	None	1	2	3	4	5	6	7	8
Sit			x						
Stand		x							
Walk		x							

Note: In terms of an 8 hour workday, "Occasionally" equals 1% to 33%, "Frequently" equals 34% to 66% & "Continuously" equals 67% to 100%

2. Movement	Not at all	Occasionally	Frequently	Continuously	Comments
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Requirements					
a. Bend/Stoop		x			
b. Squat		x			
c. Crawl					
d. Climb (2 feet)					
e. Reach above shoulder level		x			
f. Crouch		x			
g. Kneel		x			
h. Balance		x			
i. Push/Pull					
300 lbs. in W/C=20 lbs. Force					
300 lbs. in PAL=40 lbs. Force					

3. Carrying Requirements	Not at all	Occasionally	Frequently	Continuously	Comments
a. Up to 10 lbs.		x			
b. 11-24 lbs.		x			
c. 25-34 lbs.	x				
d. 35-50 lbs.	x				
e. 51-74 lbs.	x				
f. 75-100 lbs.	x				
g. Over 100 lbs.	x				

4. Lifting Requirements :	Not at all	Occasionally	Frequently	Continuously	Comments
a. Up to 10 lbs.		x			
b. 11-24 lbs.		x			
c. 25-34 lbs.	x				
d. 35-50 lbs.	x				
e. 51-74 lbs.	x				
f. 75-100 lbs.	x				
g. Over 100 lbs.	x				

5. Repetitive foot movements as in operating foot controls:											
Right				Left				Both Hands			
Yes		No	x	Yes		No	x	Yes		No	x

6. Use of hands for repetitive action:												
	Simple Grasping				Firm Grasping				Fine Manipulating			
a. Right	Yes		No	x	Yes		No	x	Yes		No	x
b. Left	Yes		No	x	Yes		No	x	Yes		No	x

7. Does the employees job require:	Yes	No	Describe if Yes
a. Working on unprotected heights?		x	
b. Working on uneven terrain?		x	
c. Working on wet/damp surfaces?		x	
d. Operating moving equipment?		x	
e. Operating vehicles?	x		
f. Use of tools?	x		
g. Use of telephone?	x		
h. Use of keyboard/computer terminal?	x		
i. Working under time pressure?	x		

j. Working rapidly for long periods?		x	
k. Working alone?	x		
l. Close work?		x	
m. Good vision (close/distance/peripheral & depth perception)?	x		
n. Good color vision?		x	
o. Good hearing?	x		
p. Good speaking?	x		
q. Reading?	x		
r. Writing?	x		
s. Doing simple arithmetic?	x		
t. Doing simple Mathematics?	x		
u. Weighing and/or measuring?	x		

8. The work environment where the job is carried out:	Yes	No	What % of the day
a. Indoors	x		
b. Outdoors			
c. At a desk or bench	x		
d. In a car or truck			
e. In an office	x		

9. Is the employee exposed to:	Yes	No	Describe if yes
a. Blood borne pathogens & infectious diseases?	x		
b. Chemicals/Respiratory hazards?			
c. Noise?	x		
d. Dust, fumes & gases?			
e. Extreme heat or cold?			
f. Cramped area?			
g. Working in close proximity to electrical current?			
h. Other hazards? List:			

- This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.
- Management reserves the right to change job responsibilities; duties and hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.
- I have read the Job Description and understand this job description. I agree to accept the responsibilities and duties as required by my supervisor and I will perform these duties to the best of my knowledge and ability.

Employee Signature _____ Date _____

To apply for this position, please send a cover letter, resume, and salary expectations to Haley Dahl at haleydahl@ecumen.org