

## **Hospital Palliative Care Services Medical Director**

**Job Title:** Palliative Care Services Medical Director  
**Reports to:** Senior VP for Medical Affairs and Chief Operating Officer  
**Status:** Part Time 10 – 20 hours per week

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

- Provides clinical leadership and expertise within the palliative care services team to improve patient care throughout the hospital for patients with complex illness and patients approaching end-of-life illnesses.
- Builds effective relationships with referring physicians to ensure excellent team follow-up regarding patient consults and to build an improved culture of collaboration among specialists, primary care physicians, nurses, and other staff to meet the needs of palliative care patients
- 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 Summary:**

- Participation in the interdisciplinary palliative care services team and provision of direct patient care and appropriate related services to the patient and family
- Oversight of the work of the palliative care services team RN, NP, or PA direct patient care activities
- Participation and clinical leadership in the development and review of appropriate clinical protocols and processes that support appropriate referral and consistent care
- Leadership in the identification of education needs of the physician staff, and development of effective outreach strategies
- Outreach to community agencies and health care settings (such as nursing homes) as appropriate
- Working closely with the Palliative Care Coordinator, the VP of Nursing, the Director of Case Management, the Hospice Director and Hospice Medical Director, and other managers as appropriate to assure that clinical protocols, utilization review, case management, quality assurance, and compliance programs are implemented according to hospital policies
- In addition to hospital quality assurance and compliance, the Medical Director assures compliance with JCAHO and other regulatory standards; participates in quality assurance and peer review programs; and assures compliance with and implementation of any resulting recommendations.
- Responsibility for working closely with staff physicians to ensure that the palliative care service is well integrated with existing capabilities and educational and quality initiatives.

**Job Responsibilities:**

- Daily (five days/week) availability for inpatient consults
- Timely review, oversight, and documentation of patient care by team RN, NP, or PA's
- Full and appropriate documentation of direct patient care services to support successful professional billing for these services
- Participation in on-call coverage with the interdisciplinary team, seven days per week
- Weekly participation in interdisciplinary team meetings to review active cases
- Monthly and periodic team meetings for the operational and administrative functions of the palliative care service
- Ad hoc availability to support other team members with clinical advice and direct assistance with physician communication needs
- Ad hoc activities to support educational and outreach goals of the palliative care services
  - Acts as spokesperson for the Program at the Hospital's discretion
  - Oversees communication between the palliative care service and referring physicians to ensure that patient status reports are timely, accurate, and consistent
  - Works closely with hospital leadership to enhance the palliative care service'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 for palliative care services
  - Serves as a liaison with the hospital for possible related projects/studies.

**Job Qualifications:**

- Current medical license in state of practice and in good standing with medical board
- Credentialed for full scope of practice at the hospital
- Board-certified in internal medicine or one of its sub-specialties
- Eligibility and/or certification by the American Academy of Hospice and Palliative Medicine desirable; willingness to obtain certification within three years is required
- Experience with ethics consultations preferred
- Experience with quality improvement methodology preferred