



Chief Medical Officer

Sorrell is pleased to partner with San José Clinic in the search for a new Chief Medical Officer. San José Clinic is the leading charity care provider of healthcare services for the underserved in Houston. Since 1922, the Clinic has worked to provide a health home for the most vulnerable in the Greater Houston area. Its mission is to provide healing through quality healthcare and education with respect and compassion for those with limited access to care. San José Clinic is a 501(c)(3) non-profit organization, a United Way partner, a Texas Medical Center member institution, and a ministry of the Archdiocese of Galveston-Houston.

For more information about San José Clinic, see <https://www.sanjoseclinic.org/>.

Position Overview

Reporting to the Chief Executive Officer, the Chief Medical Officer (CMO), in collaboration with the administrative team, manages the daily clinical operations and administration of the Medical Department to support improved utilization across all medical specialties and achieve the Clinic's strategic goals. The CMO provides leadership both internally and externally while assuring the delivery of quality medical care to patients. As a key member of the executive leadership team as well as strong partner to the Board of Directors, the Chief Medical Officer is critical to the ongoing work to ensure those who face economic and social challenges are not denied the right to quality healthcare. Meeting this challenge requires exceptional skills in guiding the provision of quality and compliant healthcare in an environment that ensures outstanding patient experiences, clinical outcomes, and solid and rewarding working relationships for all members of the San Jose Clinic team.

Core Responsibilities and Duties

Duties may include reviewing healthcare laws and regulations to implement in daily practices, monitoring facility or department budgets and developing strategies to improve communication between medical professionals and patients. The CMO ensures operational effectiveness and oversight of assigned functions, assuring regulatory compliance and accreditation. assists in the development and implementation of new policy and programs as needed. He/she provides primary care services to a patient panel and monitors clinical work at both Midtown and Fort Bend locations.

Specific Duties

- Conduct primary care clinic 3 to 3.5 days per week along with administrative activities.
- Ensure that medical staff complies with federal rules, regulations, and codes.
- Enhance cooperation between medical staff members and volunteer providers; promote the health, safety and wellness of clinic healthcare providers.
- Manage the budget, supplies and equipment purchases for the medical department.

- Assist in the professional development, training, and promotion of entire medical staff.
- Precept and supervise Nurse Practitioners.
- Provide diagnostic and pharmacologic management of the disease process through ongoing assessments, interventions, and education in collaboration with the Disease State Management program.
- Address urgent issues in the Clinic.
- Stabilize any patient requiring emergency treatment.
- Partner and strategize with administrative team on implementing improvement strategies in discipline specific processes such as scheduling, and clinic workflows.
- Review data on wait times for new patients, no show rates, template utilization to manage capacity.
- Plan and implement healthcare programs.
- Participate in safety and quality assurance activities and shared governance team actions.
- Maintain medical records according to established protocols.
- Educate providers in the clinic on new initiatives and projects; monitor and support providers on implementation.
- Critically evaluate and implement research findings and appropriately integrates best-practices into Clinic protocols and electronic medical records system.
- In collaboration with the Chief Clinical Officer, assist with recruitment and onboarding of medical providers and manage Holiday/PTO schedule.
- Consult with volunteer providers, as necessary, regarding patients with abnormal or unusual medical conditions.
- Communicate with other departments such as pharmacy and dental regarding available services for continuity of care.
- Perform peer clinical reviews of volunteer providers.
- Serve as MD for standing delegated orders.
- Serve as a medical spokesperson of the clinic with funders or supporters.
- Follow all HIPAA and OSHA guidelines and regulations, including assisting HIPAA and OSHA Officers in ensuring compliance.
- Maintain confidentiality of patient information/records at all times.
- Maintain established San José Clinic policies, procedures, objectives, quality assurance, safety, environmental, and infection control.
- Implement job responsibilities in a manner that is consistent with the San José Clinic Mission and Code of Conduct and is supportive of San José Clinic cultural diversity objectives.
- Perform other duties as assigned.

Qualifications, Education and Experience

- Graduation from an accredited school of medicine or osteopathic school of medicine
- Completion of an accredited provider residency training program
- Licensed to practice medicine in the State of Texas with no restrictions/Professionally credentialed
- Possess valid state of Texas DPS and federal DEA certifications
- Family or Internal Medicine specialty board preferred
- Certified Medical Director (CMD), preferred
- Five to seven years of experience working in a community health setting, preferred
- Able to develop therapeutic relationships with a wide variety of patients from diverse educational, social, and cultural backgrounds
- Experience in delivering health care services in a primary care clinic, managing programs with different licensure, policies, procedures, and staffing requirements that serve diverse customer and client populations – strongly preferred.

- Knowledge of and commitment to the Ethical and Religious Directives for Catholic Health Care Services, and other relevant documents, as promulgated by the United States Conference of Catholic Bishops
- Impeccable presentation skills; demonstrates effective verbal and written communication skills
- Excellent management skills; demonstrates effective customer/patient relation skills, working with diverse populations, often in stressful fast paced environments
- Adept computer skills
- Experience with Microsoft Office and practice management system software/EMR applications
- Can demonstrate organizational skills and effective use of time
- Bilingual in English/Spanish, preferred

Compensation

Compensation is competitive and commensurate with experience and includes a generous benefit package.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. Qualified candidates ready to put their personal calling, clinical expertise and leadership abilities into action in a position that impacts a significant social need are strongly encouraged to inquire about this position by contacting Priscilla Plumb at priscilla@sorrellco.com and 281.224.0881. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.