

**PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION**

for the period _____ to _____

Name: _____

Title: Deputy Chief Compliance Officer

FLSA Status: Exempt

Department: Office of Compliance and Ethics

Primary Function:

This position has the primary function of assisting the Chief Compliance Officer (CCO) in the strategic management and oversight of the SIU School of Medicine's (SOM) compliance program. This position will assist the CCO in overseeing and implementing the entire compliance program including but not limited to the conflict of interest program, Stark and Anti-Kickback regulations, professional fee billing auditing program, research compliance, HIPAA, financial compliance, and other Federal and State law requirements applicable to the SOM. This position will provide other support to the CCO, SOM and affiliated faculty practice plan as it relates to compliance issues.

This position will administratively report to the CCO who reports to the Dean and Provost of the SOM. This position will work closely with the other staff members in the Office of the Dean and Provost, academic and administrative departments/units of the SOM and SIU HealthCare. Principal duties will be located at the SOM in Springfield, Illinois but occasionally travel will be required to SIU Carbondale and other affiliated academic and clinic sites.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Administration: 100%

- A. Contributes to the development of Office of Compliance and Ethics policies and procedures.
- B. Provide updates and reports on a regular basis or as directed to the CCO, Dean and Provost, and senior SOM management regarding compliance operations, investigations, and other compliance efforts.

- C. Personally investigate compliance allegations and/or potential violations of rules, regulations, policies, procedures, or the Code of Conduct as assigned. Maintain a uniform system for conducting investigations.
- D. Document and track issues and/or allegations investigated by the Office of Compliance and Ethics.
- E. In the absence of or as assigned by the CCO, represent the Office of Compliance and Ethics in meetings with the ability to make decisions and commitments.
- F. Evaluate issues raised via the compliance hotline.
- G. Assist the CCO in the implementation and oversight of the research compliance program.
- H. Assist the CCO in the implementation and oversight of the general compliance program across the organization.
- I. Respond to questions posed to the compliance department in a timely, professional and accurate manner.
- J. Provide subject matter expertise in healthcare and higher education compliance for the organization.
- K. Facilitate the conflict of interest reporting program. Review and manage conflicts of interest as required by organizational policies, internal guidelines and applicable regulations.
- L. Participate in and support the annual compliance risk assessment and work plan development process.
- M. Participate in and contribute to the organization's compliance committee meetings. Regularly support the CCO's report on compliance work plan progress to the compliance committee.
- N. Perform compliance functions and activities at the discretion of the CCO.
- O. Conduct new employee orientation presentations on compliance and privacy when directed by the CCO.
- P. Submitting recommendations to the CCO for addressing institutional vulnerabilities and risk.
- Q. Supporting operational staff in the development of mitigation plans and/or corrective action plans for identified risks or noncompliance.
- R. Participate in the development and presentation of compliance related training programs for diverse audiences.
- S. Be informed about regulatory changes that impact the organization. Evaluate potential impact of regulatory changes to the organization and at the direction of the CCO, disseminate information and education about applicable regulatory changes.

Authority and Responsibility

Incumbent will be expected to perform assigned duties and tasks independently with minimal instruction from CCO. The position will contribute to policy development for the organization and the Office of Compliance and Ethics. The incumbent will make recommendations to operational leadership when requested with minimal direction or oversight from the CCO.

Required Qualifications

1. Bachelors degree in healthcare administration or related field
2. Minimum of 7 years of professional experience with at least 4 years in a healthcare compliance program with demonstrated responsibility in the evaluation and identification of compliance issues, conducting investigations, developing policies/procedures/compliance risk assessments/work plans.
3. Demonstrated knowledge and understanding of compliance issues that impact the healthcare organizations and best practices for risk mitigation.
4. CHC, CHRC, or CHPC or other compliance related certification
5. Knowledge of and experience with patient privacy laws and regulations, including but not limited to HIPAA and Illinois state privacy laws and regulations.
6. Sensitive to the needs of underrepresented minority populations.

Preferred Qualifications

1. Advanced Degree (Master's degree or JD)
2. Experience with research compliance and compliance programs within federally qualified health centers.
3. Experience with higher education compliance.
4. Coding certification or relevant experience.

Required Skills and Abilities

1. Ability to work independently and exercise professional discretion and judgment in the performance of assigned duties.
2. Ability to learn quickly and work effectively under pressure.
3. Ability to display professionalism in all circumstances.
4. Ability to handle matters that are considered to be of a sensitive nature and require the utmost confidentiality.

Environmental, Health, and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions and Physical Demands

See attached Physical and Environmental Requirements form.

Incumbent

Date

Department Head/Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: New position- Deputy Chief Compliance Officer Classification: _____
 Position No. (If applicable): _____ Department: Office of Compliance and Ethics-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pushing or pulling					<input checked="" type="radio"/>
Carrying					<input checked="" type="radio"/>
Lifting					<input checked="" type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

 Supervisor Signature Date Katherine Cohen Supervisor Name Employee Signature Date