EXEMPT POSITION DESCRIPTION
SOUTHERN ILLINOIS UNIVERSITY SCHOOL OF MEDICINE

FOR THE PERIOD: July 1, 2021 – June 30, 2022

INCUMBENT NAME: _____

TITLE: Physician & Standards, Performance & Accountability Review Team Chairperson

ADMINISTRATIVE UNIT: Office of Correctional Medicine

GENERAL DUTIES:

The physician position serves as the principal administrator and chairperson of one (1) Physician & Standards, Performance & Accountability Review Team (SPART) in the Quality Management & Operational Excellence (QMOE) Section of the SIU School of Medicine's (SIU SOM) Office of Correctional Medicine (OCM). This position provides direct supervision, leadership and responsibility to the SPART and conducts audits medical, clinical and mortality review services at correctional facilities to assure that safe, reliable and consistent processes are embedded into the delivery of correctional health care, and develop a culture which values patient safety, clinical excellence, evidence-based medicine, and continuous learning. This position will lead collaboration with all disciplines, correctional leadership, and various and appropriate medical staff to promote identification of organizational vulnerabilities, health care design using human factors and system principles, and learning to understand and prevent adverse events, achieve high reliable processes, and outstanding clinical outcomes.

This position makes recommendations regarding health clinic services and operations. The position has the authority to make policy and procedural recommendations to the administration of the SIU SOM OCM and Illinois Department of Corrections (IDOC). This position is an integral part of the QMOE Standards, Performance & Accountability Review Unit.

ORGANIZATIONAL RELATIONSHIPS:

The Physician & Standards, Performance & Accountability Review Team Chairperson reports to the OCM QMOE Director, who in turn reports to the OCM Executive Director. The SPART members consisting of advanced practice and registered nursing staff, a quality specialist and a part-time dentist report to this position. This position also represents OCM's interests relative to SPART activities in administrative, business operations, and related issues.

While this position resides within the organizational confines of the Office of Correctional Medicine, it will have a faculty appointment in the respective department for the incumbent's field of medicine: general internal medicine/primary care.

CONTROLS:

Control over the position shall be by written and oral directives according to the statutes, regulations, and policies of Southern Illinois University, SIU Carbondale, SIU Board of Trustees, SIU HealthCare, and the SIU School of Medicine; as well as by direction of the Dean and Provost/Chief Executive Officer and the laws of the State of Illinois.

CHARACTERISTICS 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 the position responsibilities.

I. Administration: 90%

A. Serves as the principal administrator, physician champion of quality and safety, and chairperson of one (1) Physician & Standards, Performance & Accountability Review Team (SPART) in the Quality Management & Operational Excellence (QMOE) Section of the SIU School of Medicine's (SIU SOM) Office of Correctional Medicine (OCM) with responsibility for the oversight, planning, organizing, managing, evaluating, and enhancing SPART functions and development. Provides physician leadership to staff in preparation and review of cases for peer review as needed.

B. Summarizes and evaluates patient safety activities in the correctional health clinics and compiles comprehensive reports and recommendations of the results of such reviews of patient medical records, adverse events, grievances, complaints and lawsuits. Recommends policies, procedures, processes, guidelines, and standards and progress with their implementation and measurement of improvement. Advises on necessary corrective actions needed to improve patient safety.

C. Serves as a correctional quality management health care medical expert to staff, vendors and non-medical facilities that work both inside and outside of the organization and utilizes medical and quality management knowledge to participate in review, audit, performance improvement and health care design, including mortality. Assists in development of an approach to incorporate quality, patient safety, performance improvement, risk management, and infection control into correctional health programs.. Designs and develops clinical and analytical capabilities and instruments that will support comprehensive quality management and patient safety programming within correctional health care teams, working closely with OCM leadership and clinical resources as well as with key regional stakeholders.

D. Directs the development and implementation of evidence based practice guidelines. Participates in orienting OCM and correctional staff members to policies and procedures related to quality and patient safety. Supports and enforces behavior standards and procedures for quality and medical staff as they relate to factors that contribute to adverse events and quality of care improvement.

E. Communicates with OCM QMOE Director, IDOC Office of Health Services Chief and/or other appropriate and involved parties regarding services and clinical enhancements necessary to maintain or achieve a safe, high quality patient care environment. Provides appropriate medical direction in accordance with all applicable OCM and partner policies and procedures.

F. Assures compliance with regulatory agencies in the design and execution of SPART programs. Oversees investigation and internal reporting of sentinel events and serves as physician champion in PI efforts related to patient safety. Serves as the primary investigator for medical staff interviews for sentinel events and other medical care questions.

G. Collaborates in the governance over development of correctional health physician order entry, bar coding, clinical decision support, safe medication delivery, and other devices in the delivery of clinical care. Identifies areas of over or under clinical utilization, via healthcare analytics.

H. Serves as supervisor of direct reports; assigns and reviews work; provides guidance and training; approves time off and reassigns staff to meet operating needs; counsels staff regarding work performance; recommends and imposes discipline; establishes objectives and prepares performance evaluations; determines staffing requirements. Manages SPART staff to ensure that employees are complying with company policies and industry and best practice health care standards when providing services on behalf of the OCM. Guides larger, cross-divisional teams outside of direct span of control within the correctional facility or facilities in which OCM provides correctional health care services. Mentors and develops a team of managers and/or directors, managing work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic. Works with senior leadership to develop and implement corrective action plans resulting in required process changes and outcomes when aberrant trends are identified.

I. 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.

J. Consistently supports compliance by maintaining privacy/confidentiality of information, displaying ethics and integrity, reporting non-compliance and adhering to applicable federal, state and local laws and regulations, accreditation and license requirements (if applicable) and to current IDOC and SIU School of Medicine policies and procedures. Maintain a HIPPA compliant environment for patients.

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

II. Research: 5%

A. Utilizes medical knowledge to participate in appropriate medical research and training; provides medical advice and consultation to research staff.
B. Publish research or Correctional Medicine business or clinic model findings in peer reviewed journals and other suitable media.
C. Present research at local, regional, national or international platforms.

III. Teaching: 5%

A. Utilizes medical and Correctional Medicine care knowledge to teach residents, students and partners.
B. Supervises resident rotations and student clerkships in correctional health quality management activities.
C. Participates in education conferences, seminars, and lectures for resident physicians and medical students.
D. Educate physicians and other health care providers on systems, structure, processes and outcomes that are necessary for assurance of regulatory compliance related to correctional health quality management activities.

IV. Service: 0%

ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

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

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form. Travel required; must have current and valid drivers' license and required insurance.

QUALIFICATIONS:

Minimum Requirements:

1. Requires a doctorate of medicine and valid Illinois license to practice medicine
2. Requires board certification in general/primary care medicine
3. Successfully completed residency program
4. Experience practicing medicine in hospital, clinic or private practice
5. Proficient at patient charting and knowledgeable in relevant charting computer programs
6. Able to effectively monitor and manage other medical staff and assistants
7. Compassionate and personable with exemplary bedside manner
8. Sound judgment and expert decision making abilities
9. Requires substantive and proven medical administrative experience in directing, planning and evaluating a clinical program
10. Strong understanding of quality management programming. Excellent knowledge of infectious diseases, symptoms and epidemiology. Broad knowledge of common medication, side effects and contraindications. Adept at diagnosing health care issues and creating treatment plans for clinic services and patients.
11. Must have executive presence and ability to work and communicate effectively internally and externally, be a strategic thinker with excellent problem solving and organizational skills as well as a visionary and proactive approach. Excels in communicating sensitive and/or adverse information. Must possess excellent oral and written communication skills.
12. In-depth knowledge of legal medical guidelines and medicine best practices.
13. Sensitive to the needs of underrepresented and minority populations and has non-judgmental approach to servicing these populations. Must be compassionate and approachable and have respect for patient's confidentiality.
14. Analytical thinker and complex problem solver. Must be responsible and trustworthy and possess strong ethics, sound judgment and expert decision making abilities.

15. Significant experience working with quality management, external auditors, internal controls and compliance-related issues.

Desirable Qualifications:

1. Previous experience as quality executive preferred.
2. Certification related to healthcare quality management/quality improvement.
3. Evidence through professional activities that demonstrates intelligence, flexibility, creativity, and "quickness" in the understanding (analysis and synthesis) of complex concepts and models. Ability to be progressive and proactive in planning and organizing major initiatives; visionary and forward thinking.
4. Demonstrated abilities and success in management and supervision, including the concurrent management of numerous, complex projects. Strong multi-tasking skills.
5. Senior management experience with a medical school, university, academic medical center, government or related organization with demonstrated leadership ability, confidence, and ability to motivate staff.
6. Demonstrated abilities in multi-functional, complex team building and management, including as a leader of such teams.
7. Demonstrated abilities to understand and work successfully with the various interrelationships present in an academic or government setting.
8. Demonstrated ability to plan, organize, and present complex documents that are clear and concise and conclusion-oriented.
9. Demonstrated abilities to maintain full confidentiality in all matters and to exercise sensitivity in all aspects of the position and the workplace, including employee and management concerns and issues, and protection of sensitive data and information.
10. Demonstrated experiences managing significant operations or programs within a government, university health care or hospital administration setting.
11. Additional relevant experience beyond the minimum requirement, including additional progressively responsible experiencing institutional operations, financial and budget administration, planning, and/or other institutional or governmental management.
12. Bilingual (Spanish-speaking or American Sign Language)

_____ _____

Incumbent Date

_____ _____

Executive Director, Office of Correctional Medicine Date