

EXHIBIT B-1

University of Virginia Medical Center Job Description Acute Care Medical Director

POSITION TITLE: Medical Director, Bed and Transfer Center, University of Virginia Medical Center

REPORTS TO/Immediate Supervisor: Chief Medical Officer (CMO)

GENERAL SUMMARY:

The Medical Director coordinates, directs and evaluates all aspects of bed and transfer center operations. The Medical Director will function in a dyad partnership with the Director, Capacity Operations under the leadership of the Chief Administrative Officer (CAO) and CMO. Together, they will collaborate with other clinical departments and operational managers, to direct efforts to provide timely patient care in the UVA Medical Center.

The Medical Director is expected to regularly communicate with the CMO and respective Associate Chief Medical Officers of the Medical Center and provide leadership, strategic direction, and operational support for intra and interhospital patient transfers, system-wide bed access and availability, and capacity management.

The Medical Director is expected to dedicate a percentage of his/her time for administrative Medical Director services and activities. Support is subject to a 40% withhold pending achievement of assigned projects.

The Medical Director will partner with the Unit Based Leaders (UBL) and Service Line leaders to achieve patient progression goals. The UBL, the foundational structure for UVA Health's safety, quality, and process improvement functions, provides a local multidisciplinary leadership structure with the aim of improving accountability for clinical performance at the unit level. The goals of the UBLs are to improve quality, safety and patient satisfaction as outlined in the Medical Center Quality Plan. In an academic environment where there are many levels of medical providers, the role of the physician leader is critical. The role of the Medical Director of the Bed and Transfer Center will, by nature, involve interactions with multiple unit-based leadership teams to integrate and align activities related to patient flow and throughput.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

A. People

1. Create and support a well-organized, easily accessible and responsive environment for medical providers to provide patient care.
2. Promote interdisciplinary teamwork and demonstrate such through collaboration with Medical Center manager(s).

3. Work with the Medical Center managers to assure faculty and staff are functioning to the full extent of their abilities and that resources required to perform patient care duties are available.
4. Address personnel conflicts and unprofessional behavior on the part of medical providers. Resolution of conflict or unprofessional behavior should follow established Health System policy.

B. Service

1. Ensure provision of care in clinical service area is both timely and patient-centered.
2. In partnership with the CMO and Director of Capacity Operations, determine transfer status for UVA Medical Center and lead daily transfer status communication for UVA Health.
3. Provide clinical direction for admitting services associated with patient transfers, including efforts to standardize (via protocol) faculty response to transfer requests with a goal of providing excellent, timely patient care, professional communication, and consistent triage.
4. Provide physician leadership and support to nurse leader dyad partners to standardize process and protocols surrounding admission and transfers to and from the Medical Center. Partner with the Patient Progression Medical Director to manage inpatient capacity.
5. Sets standards for professionalism related to provider engagement for transfer center requests and manage issues/feedback arising from such requests.
6. Represent Bed and Transfer Center in organizational improvement efforts related to Emergency Department throughput, clinical variation for transfer decisions and bed placement, and patient progression.
7. Provides support to Administrator on Call regarding transfer requests.

C. Quality

1. Lead standardization of practice through optimization of transfer calls and bed placement utilizing principles of geographic localization of patients and clinical decision making.
2. Collaborate with the Medical Center managers to participate and direct specific quality improvement activities and to achieve annual quality plan standards as related to patient progression.
3. Coordinate with ACMOs to develop transfer and acceptance protocols with proper benchmarks that will be utilized to drive best practices across the Medical Center and ensure accountability of such measures.
4. Regularly review quality reports, including the information posted on the Quality Performance Improvement website, for trends and opportunities. Communicate trends, opportunities and expectations to medical providers.
5. Design a process for and manage repatriation of patients from OSH transfers to include serving as liaison with OSH clinical leadership.

D. Finance

1. Assist the CAO and Director of Operations, Capacity Management in preparing the annual budget and make adjustments as needed during the year related to Bed Center/Transfer Center.

E. Governance

1. Regularly attend and represent medical providers at meetings held by the ACOMO.
2. Participate in departmental or institutional work groups as requested by the ACOMO or CMO.
3. Develop and maintain policies and procedures to drive Bed and Transfer Center excellence and ensure regulatory compliance.
4. Become familiar and fluent with regulations governing the Bed and Transfer Center activities such as EMTALA.

F. Participate in other duties as assigned by the CMO/ACMO.

G. The Medical Director shall dedicate a percentage of their time for administrative Medical Director services and activities outlined in this role, as specified in the BA200 Medical Director appointment.

QUALIFICATIONS:

1. Medical degree from an accredited University and active faculty in good standing.
2. Possesses skills in communication (both verbal and written), mentoring/coaching and collaboration.
3. Minimum of 3 years of leadership experience.

CONFLICT RESOLUTION:

Address personnel conflicts and unprofessional behavior on the part of licensed independent providers. Resolution of conflict or unprofessional behavior should follow established Health System policy.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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