



Adding Quality of Life to Each Day

Job Title	Medical Director
Department	Administration
Reports to	Executive Director
Next Review Date	12/2024

Mission Statement

To provide individualized and compassionate care, education, and support for the dying and those who have experienced loss.

Position Summary

The Hospice Medical Director will be responsible for oversight of patient care, provide clinical leadership, comply with regulations, participate in quality and education. The Hospice Medical Director will work with all Directors and Managers to coordinate and evaluate clinical services.

Position Qualifications

- Education and Training: A physician (Medicine doctor, M.D. or Doctor of Osteopathy, D.O) licensed to practice medicine in the state of Minnesota required.
- Experience: Minimum of one year's experience working in the field of hospice or palliative medicine required.
- License or Certification:
 - Licensed by the MN Board of Medical Practice required.
 - Current DEA required.
 - Board certification in primary specialty required. Board Certification in Hospice and Palliative Medicine or Hospice Medical Director Certification required. (Consideration given if obtaining certification is currently in process)

Position Duties and Responsibilities

1. **Patient Care:**
 - Responsible for the medical component of the hospice program.
 - Oversee the care and treatment plans for hospice patients and caregivers.
 - Work with hospice providers to clinically meet the needs of patients and caregivers (less specific and support MD in hybrid model of clinical and admin)
 - Oversee all symptom management and address "suffering" with appropriate medication and interdisciplinary interventions.
 - Coordinate with the interdisciplinary team to develop and adjust care plans based on patient/caregiver needs and preferences.
 - Communicate effectively with all interdisciplinary staff and patient/caregivers to promote education and support.
2. **Clinical Leadership:**
 - Provide clinical leadership and guidance to hospice staff, including physicians, nurses, and social workers using excellent communication techniques taught in palliative medicine.
 - Provide feedback regarding clinical protocols and best practices to ensure high-quality care delivery.
 - Participate in:
 1. Interdisciplinary team meetings to discuss patient cases, treatment plans, and goals of care.
 2. Clinical practice committee (infection control) activities.
 3. Admission eligibility discussions when needed.
 - Stay updated with advances in end-of-life care practices and incorporate them into daily clinical practice.
 - Collaborate with other healthcare professionals, including primary care physicians, specialists, and hospice agencies, to coordinate patient care seamlessly.

3. Regulatory Compliance and Documentation:

- o Ensure compliance with regulatory requirements and standards of care relevant to hospice services.
- o Maintain accurate and up-to-date medical records, including assessments, care plans, progress notes, and orders.
- o Review and sign off on documentation for patients' eligibility/certification of terminal illness, coverage/relatedness, and plans of care.

4. Education and Training:

- o Provide education and training, when needed, to hospice staff and providers on topics such as symptom management, communication skills, and end-of-life care principles.
- o Participate, when needed, in educational sessions for patients, families, and community partners to promote understanding of hospice services.
- o Participate in orientation, training, and education of new employees and volunteers as requested.
- o Participate in orientation and supervision for students seeking experience in hospice care as requested.

5. Quality Improvement:

- o Participate in quality assurance and improvement activities to enhance hospice outcomes and organizational satisfaction.
- o Implement evidence-based practices and interventions to improve patient outcomes, patient/caregiver/community satisfaction, and overall hospice quality.

6. Administrative Duties:

- o Participate in strategic planning for the hospice program, when needed.
- o Work closely with the hospice leadership team to address operational challenges and optimize service delivery.
- o Ensure compliance with billing and coding guidelines for hospice services.
- o Participate in the employee performance review process.
- o Participate in Seasons Hospice on-call rotation covering after hours, weekend and holiday coverage.

Physical Demands

- Sedentary (Requires lifting 10 lbs., carrying small objects)
- Light (Requires lifting 20 lbs., with occasional carrying of up to 20 lbs.)
- Medium (Requires lifting 50 lbs., with occasional carrying of up to 25 lbs.)
- Heavy (Requires lifting 100 lbs., with occasional carrying of up to 50 lbs.)
- Very Heavy (Requires lifting over 100 lbs., with occasional carrying of up to 50 lbs.)

Supervising Responsibilities

- Yes - The position has direct supervising responsibilities * Clinical supervision only - Nurse Practitioner
- No - The position does not have supervising responsibilities.

Travel Requirements

- The position requires regular use of an insured, reliable vehicle for travel throughout Seasons Hospice service area.
- The position requires occasional use of an insured, reliable vehicle for travel.
- The position does not require travel.

Agency Expectations

- Adhere to all Seasons Hospice policies and procedures.
- Adhere to the Seasons Hospice Behavior Standards.
- Adhere to all Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.
- Serve as an ambassador for Seasons Hospice and an excellent steward for the industry.
- Maintain personal, staff and patient safety, as appropriate to position in the agency.
- Flexibility with work schedule balancing provider outside schedule and staff need.
- Perform other duties as requested and/or assigned.

This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time with or without notice.

Written By:	Michelle Donahue- Director of Human Resources	Date:	December, 2015
Approved By:	Beverly Haynes- Executive Director	Date:	December, 2015
Updated/Revised On:	Michelle Donahue- Director of Human Resources	Date:	April, 2024
Approved By:	Kristina Wright Peterson- Executive Director	Date:	April, 2024