

CLASS TITLE: CHIEF EXECUTIVE OFFICER (ELEANOR SLATER HOSPITAL)

Class Code: 02508300
Pay Grade: 68A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Responsible for providing strategic leadership for the organization, to ensure its future viability and direction consistent with established policy objectives and the realization of quality, cost effective health care services.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Behavioral Health, Developmental Disabilities and Hospitals (BHDDH) with wide latitude for the exercise of independent judgment; work is subject to review through consultations and submitted reports for conformance to laws, policies, rules and regulations, Joint Commission requirements, and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical and support staff on both campuses; directly supervises the Hospital's Chief Financial/Operating Officer and Chief Nursing Officer.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Responsible for planning, policy formulation, regulatory compliance, Joint Commission accreditation, budget development and fiscal operations, clinical practice, quality of care, physical plant, community relations and interagency liaison, and overall executive management of a large public hospital.

To convene and preside over the hospital's governing body in the Director's absence, or as the Director's designee.

To assure the highest quality patient care in a variety of programs and settings.

To ensure compliance with Joint Commission standards and a variety of laws, regulations, policies and procedures relating to hospital certification and operation; to periodically assess conformance with accreditation and certification standards and to institute corrective action necessary to maximize standards of conformance.

To review state budget requests prepared by the CFO before presentation to the state, and to ensure the effective and efficient use of all fiscal resources.

To provide oversight in the development and implementation of capital programs.

To initiate policies and procedures to facilitate the kind and type of organization needed to accomplish the hospital's objectives and ensure that the physical plant, clinical operations and staffing and staff capabilities are responsive to changing patient care needs and overall operating environment.

To be responsible for the continuous evaluation of hospital management and administration and determine the effectiveness of policies, procedures and methods.

To coordinate the delivery of hospital services with municipal, state, federal and private agencies and create a patient focused model of care and organizational structure that provides quality healthcare to meet patient needs. Coordinates with the Director, medical staff and other

hospital personnel to insure the provision of quality health care

To work closely with area colleges and universities for purposes of improving professional service delivery and enhancing clinical service needs for the hospital's population.

To represent the BHDDH Director in professional or technical meetings and to serve as his/her representative, as requested, on intra- and interdepartmental committees.

To review Federal and State statutes and regulations as they affect hospital programs, finances, and operations.

To work closely with the Department's Division of Management and Support Services.

To work closely with the Department's Division of Mental Health and with the community mental health system.

To meet periodically with the public, legislators and other professionals to provide information and help to promote the mission, goals and objectives of the hospital and the department.

To communicate and to work closely with advisory committees which have been established to assist with policy development, program oversight, grant application review and implementation and legislative oversight, and other ad hoc committees that might be established.

To ensure that all necessary management information systems are in place and operational.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of Rhode Island's Hospital and Rehabilitative System and broad experience dealing with the issues and policies associated with the delivery of a public service; extensive knowledge of acute, long-term care and psychiatric hospital populations, services and operations; extensive experience dealing with commissions, boards, state agencies and private proprietary and not-for-profit groups; an effective working knowledge of local, state and federal governments and their interrelationships; a working knowledge of techniques and principles of public and hospital administration; a thorough knowledge of the clinical aspects of the populations served by the hospital; the ability to integrate and coordinate effectively the various programs and facilities under the CEO's direction; a thorough knowledge of the organization of Rhode Island state government and the functions of its state departments and agencies; strong leadership skills and abilities; highly evolved persuasion skills; strong oral and written communication skills; in-depth knowledge of the current environment in the healthcare industry; the ability to demonstrate good problem solver/strong financial skills; the ability to work independently as well as collaboratively with individuals at all levels; the ability to establish and maintain effective working relationships with state employees, community groups, officials and the public at large; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a post graduate degree in Business Administration, Public Administration, Hospital Administration, or J.D. or graduation from a medical school of recognized standing supplemented by advanced study in the field of medicine, preferably of Psychiatry; and

Experience: Such as may have been gained through: at least ten years of demonstrated leadership and progressive management experience in hospital administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 12, 2016

Editorial Review: 3/15/03