

**JOB TITLE: CHIEF OPERATING OFFICER**

**DEPARTMENT: ADMINISTRATION**

**REPORTS TO: CHIEF EXECUTIVE OFFICER**

**JOB SUMMARY:**

The COO is responsible for planning, leading and directing day-to-day operations of the practice. This person provides medical specialists and employees with the resources required to meet patient needs and meet the financial objectives of the group practice.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Works with chief executive officer gathering data for fiscal and statistical analysis
* Assists in development/implementation of long-range plans as directed by the Board
* Oversight of established/implemented goals, objectives, policies, procedures and systems for all operational areas of the practice, excluding Business Office
* Oversight of all areas of the practice except the Business Office. Areas include Clinical, Vascular Ancillaries, HIM, HR and Patient Intake
* Oversight of clinic policies and procedures to ensure effective patient care
* Delegates authority and responsibility to department directors/managers and aids them in maintaining and improving management techniques and practices
* Maintains and ensures compliance with governmental regulations and industry standards while maintaining the strictest confidentiality
* Coordinates with medical staff to ensure quality patient care and services are provided through problem solving and workflow analysis to maintain and improve efficiency
* Resolves operational issues and keeps lines of communication open with staff to ensure high productivity
* Helps chief executive officer develop clinic strategic plans and objectives based upon identified needs of patients
* Works with chief executive officer gathering data for fiscal and statistical analysis
* Oversight of legal issues – i.e., clinical lawsuits, depositions, etc., as well as working with malpractice carrier to ensure appropriate action is taken
* Maintains professional affiliations and enhances professional development to keep current in the latest health care trends
* Performs other duties as assigned

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faces by the Chief Operating Officer throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks:

* Sitting, standing, walking for prolonged periods of time
* Bending and reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed
* Lifting weights possibly up to 10-15 pounds

**QUALIFICATIONS:**

* Previous management experience required
* Bachelor’s degree required, MBA desirable
* Previous clinical experience in a physician practice desirable

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**