CONFIDENTIAL POSITION DESCRIPTION

Company: Southeast Alabama Medical Center
Location: Dothan, Alabama
Reports to: Designated Institutional Official (DIO)
Website: http://www.samc.org/
Deadline: May 31, 2016

THE OPPORTUNITY

Southeast Alabama Medical Center (SAMC) is a not-for-profit community health system dedicated to improving the health and quality of life of the residents of southeast Alabama, southwest Georgia and the Florida Panhandle. Through advanced treatment and technology, it provides for the changing healthcare needs of the growing communities it serves. The progress of SAMC represents the distinguished service of dedicated board members, physicians, employees and volunteers, and a supportive community.

Alabama was recently ranked among the top ten states in the nation for physicians’ working environments, based on factors such as annual wage, patient-physician ratio and malpractice award payouts per capita. (WalletHub)

It takes more than technology and a modern facility to treat people. It takes a team of dedicated, well-trained professionals to continually deliver quality healthcare. Employing a staff of more than 2,500, SAMC is recognized as one of the largest employers in the region and is proud of its reputation of providing a positive work environment. SAMC is supported by a medical staff of over 270 physicians representing virtually every medical specialty. Ninety percent of the medical staff at SAMC is board-certified compared to the national average of 60 percent.

Through innovation and sustained performance, SAMC, a 420-bed regional referral center, has achieved the reputation of providing exceptional diagnostic, clinical, surgical and patient care services available in the region.
SERVICE OVERVIEW

Southeast Alabama Medical Center (SAMC) provides primary care throughout the region with locations including Chipley Medical Group, Chipley, Florida; Enterprise Medical Group, Enterprise; and Houston Medical Group, Dothan. 1st Med of Elba, a SAMC affiliate, serves rural Coffee, Covington, Crenshaw and neighboring counties, while Southeast Family Healthcare, another SAMC affiliate, meets community needs in the Midland City area.

SAMC is the region's only Level II Trauma Center with monitoring and imaging equipment that provides the most effective emergency care to 59,000 patients annually. This state of the art Emergency Services Department reduces wait time with rapid cycle testing and throughput initiative.

The NeuroSpine Center at SAMC is a unique specialty clinic with highly trained physicians treating brain, spine and peripheral nerve conditions. The NeuroSpine Center is supported by four highly trained neurosurgeons, OPPU physicians, and a Neuroendovascular specialist. Following the addition of a Neuroendovascular Interventionalist, SAMC is planning a full-service neuroendovascular program.

Nationally recognized by the Commission on Cancer (CoC), SAMC’s Cancer Center allows patients access to leading-edge clinical trials through an affiliation with the University of Alabama-Birmingham’s (UAB) Cancer Care Network. Patients receive care right at home and do not have to travel to Birmingham.

Heart and Vascular care at SAMC ranks in the top 10 percent nationally in patient safety, heart attack treatment, major cardiac care, interventional coronary care and vascular care.

The Women’s Health Center, a four-story building constructed in 2003 on the SAMC campus, has no comparison in the city or tri-state area. It provides comprehensive women's health services, including a Breast Center, the Family Birth Center with home-style ambiance, Newborn Intensive Care Unit, osteoporosis care, support services, and educational seminars tailored to women’s health concerns. A Resource Center and Library offers a variety of patient and family education resources with computer access, books, brochures and videos.

The outstanding medical, surgical, and emergency services of SAMC are conducted through its clinical Departments, Divisions and Centers. The medical services provided are listed below:

- Southeast Cancer Center
- Rehabilitation Services
- Behavioral Health Services
- Surgery
- Diagnostic Imaging
- Orthopedic Services
- Level II Trauma Center
- Pain Management Center
- Neurology Associates
- Urological Associates
- Southeast Wound Care
- Southeastern Cardiovascular
- Neonatal Intensive Care
- Family Services
- Palliative Care
- Heart & Vascular
- Women’s Services
- NeuroSpine Center
NEWS HIGHLIGHTS

• SAMC recently launched an Intensivist Program with physicians from Pulmonary Associates, PA. “Intensivists are trained and experienced in treating complex issues and averting complications that often arise quickly with CCU patients,” said Charles L. Harkness, DO, SAMC Chief Medical Officer. “The intensivist program is another way SAMC is continuing to take the necessary steps to ensure our patients receive the quality care they expect and deserve through evidence based medicine.”

• In 2010 SAMC announced that it would establish Alabama's first college of osteopathic medicine, to help fill the state's shortage of an estimated 400 primary care physicians. The Alabama College of Osteopathic Medicine was dedicated in 2013, with its first class to graduate in 2017. The 110,000-square-foot facility is expected to create an economic impact of more than $100 million by 2027.

• SAMC, in partnership with physicians from the University of Alabama at Birmingham (UAB), now offers expanded Electrophysiology (EP) cardiology procedures. EP is a branch of cardiology that deals with the diagnosis and treatment of heart rhythm disorders. EP procedures are performed in the Cath Lab and can include a pacemaker, implantable cardioverter defibrillator (ICD), cardiac ablation or surgery.

• SAMC opened the region’s only expanded Neonatal Intensive Care Unit (NICU) on October 1, 2015. Until then, newborns needing specialized care were transferred outside the region.

• SAMC along with Sheridan Healthcare has implemented a pediatric hospitalist program. Part of a rapidly emerging medical specialty that uses knowledge of hospital routines and policies, these physicians will provide individualized care to pediatric inpatients and emergency patients. They provide care for newborns through adolescents, including stabilizing and/or resuscitating emergent patients when necessary.

• Surgical Services received its second da Vinci surgical robot, strengthening SAMC’s position as the region’s foremost expert on robotic surgery. For our patients, this means the Center has the most highly skilled robotic surgeons. SAMC’s robotic team of nearly 20 surgeons includes: Gynecologists, Urologists, Cardiovascular/Thoracic and General Surgeons.
MISSION, VISION and Values

SAMC is a not-for-profit community health system dedicated to improving the health and quality of life of the residents of southeast Alabama, southwest Georgia and the Florida Panhandle.

Our Mission:
Our mission is to provide quality healthcare and promote wellness to those we serve.

Our Vision:
Our vision is to be recognized as the healthcare provider of choice in the region.

Our Values:
Our values are shared beliefs that guide us in accomplishing our mission through team approach and an individual commitment to SERVE.

Service:
We provide personal care and professional service.

Excellence:
We pursue the highest quality in all that we do.

Respect:
We recognize and value every individual.

Value:
We innovatively use resources to provide efficient and effective services.

Enthusiasm:
Our actions demonstrate pride, energy, and commitment.

SAMC's Women's Center
THE POSITION

Southeast Alabama Medical Center seeks an Internal Medicine Residency Program Director with experience consistent with ACGME standards and exceptional understanding of the clinical setting.

The Program Director (in conjunction with the internal medicine faculty and staff) will lead the development of the internal medicine residency program, including curriculum, faculty development, and communication and implementation of all ACGME requirements. The minimum number of residents is fifteen (5-5-5) with a maximum to be determined upon ACGME approval.

The Program Director is responsible for the operation of the program, including all activities related to recruitment, selection, instruction, supervision, advising, evaluation, documentation, and advancement of residents. The Program Director ensures continuing accreditation of the program through application of ACGME common and specialty requirements.

The Program Director maintains solid relationships with the Alabama College of Osteopathic Medicine, as well as vendors, regulatory agencies, other healthcare providers and the public, and with SAMC staff and customers. The Program Director performs work in a variety of settings to include office and hospital-based practices within an acute care hospital, physician clinics, ACO, post-acute clinics, and other care venues. The Program Director is also expected to travel amongst SAMC and affiliate locations.

SAMC is an equal opportunity employer. SAMC does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring or the admission of students. SAMC is proud to be a tobacco-free and drug-free campus.
ESSENTIAL JOB FUNCTIONS

1. Participates in the development, administration and operations of the Internal Medicine Residency Program and creates a vision and culture of excellence in educational achievement that inspires others.

2. Responsible for ACGME compliance and program management to include the following:
   a) Administers and maintains an educational environment conducive to educating residents in each of the six ACGME general competencies.
   b) Oversees development and execution of a comprehensive curriculum that meets the specialty requirements for training in internal medicine, including overall and rotation-specific goals.
   c) Oversees development and execution of a competency-based evaluation system to monitor the progress of individual residents throughout the program, including use of individualized educational plans and portfolios for individual residents.
   d) Ensures that faculty members evaluate resident performance for each educational experience and documents the evaluation.
   e) Ensures that the program completes and documents a formal systematic evaluation at least annually, specifically assessing the effectiveness of the program in meeting the overall goals of the training. Ensures that the attributes of a residency program are explicitly defined: resident performance, program quality, faculty development, and graduate performance.
   f) Develops specific policies as discussed in ACGME Institutional Requirements for selection, evaluation/promotion of residents, disciplinary action, and supervision of residents.
   g) Develops policies that allow adherence with duty hour requirements and a supportive working environment, including a moonlighting policy.
   h) Organizes monthly/annual activities involved with GME and program calendar.
   i) Coordinates accreditation activities for the program, including writing the Program Application, and directing RC site visit activities.
   j) Arranges for regular resource updates (ACGME electronic newsletter, Journal of GME, Annual ACGME meeting) on the ACGME common program requirements and clinical specialty (RC) requirements by utilizing resources available.
   k) Attends and participates in national/regional GME educational opportunities.
   l) Understands specialty board certification processes and standards.
   m) Develops a selection process that screens candidates based on program-related criteria including preparedness, ability, aptitude, academic credentials, communication skills and personal assets.
   n) Provides each resident with a written policy in compliance with its Program Requirements concerning the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program and information relating to access to eligibility for certification by the relevant certifying board.
   o) Communicates with and distributes the institutional and departmental policies and procedures to the faculty and residents.
p) Ensures that appropriate contingency plans have been developed, including the provision of back-up support systems, when patient care responsibilities are unusually difficult or prolonged.

q) Ensures that graduates possess the requisite knowledge, attitudes and skills framed within the lens of the six ACGME competencies to practice competently and independently.

r) Verifies residency education and prepares appropriate letters of recommendation for graduates of the training program; completes verification requests for former residents/fellows who have completed training.

s) Ensures that all procedural and operative logs are maintained on a regular basis by the residents and, in many cases, signed annually, according to specific RC requirements.

t) Disciplines residents, as necessary, in accordance with the GMEC and SAMC Medical Staff policies and procedures.

u) Ensures resident/fellow compliance with SAMC GME credentialing requirements, including medical/dental licenses, DEA licenses, immunizations, and HIPAA, and other required training.

3. Responsible for management of program resources to include the following:

a) Understands trainees’ salary and benefits structure so that proper credentialing and tracking can be performed. Knowledge in this area is critical to decision-making about program resources with regard to program expansion and/or contraction.

b) Ensures the availability of adequate resources (e.g., funding, teaching and work spaces, faculty time, etc.), for resident education. Ensures that resources are provided for resident and faculty participation in scholarly activities.

c) Anticipates potential threats to the program’s viability (both internal and external).

4. Responsible for faculty and staff development to include the following:

a) Provides educational instruction for faculty regarding their roles in the educational process (e.g., evaluation, feedback, communication, patient care expectations).

b) Communicates with and involves the program administrator in all resident activities or concerns.

c) Builds and maintains a working relationship with the program administrator by mentoring and thoughtful direction.

d) Plans and organizes required annual retreats (e.g., clinical faculty retreats, resident retreats).

5. Responsible for resident and fellow support to include the following:

a) Incorporates basics of adult learning theory into the program and applies it when developing resident learning experiences.

b) Creates an atmosphere of mutuality and respect through resident and faculty participation and involvement in decision-making.

c) Provides educational instruction for residents/fellows regarding their roles in the educational process (e.g., evaluation, feedback, communication, patient care expectations).

6. Responsible for patient service and quality of care through exceptional patient care management and modeling appropriate customer care relationships, providing adequate supervision of hand-
offs, call schedules and other patient-related activities at the various training sites where residents/fellows rotate.

7. Responsible for managing interpersonal relationships and communications to include the following:
   a) Listens to residents, allied health and faculty and respects their views.
   b) Communicates effectively with applicants, residents and faculty.
   c) Communicates effectively with institutional GME leadership.
      Obtains review and approval of the sponsoring institution’s GMEC and DIO before submitting to the ACGME information or requests for the following:
      i. Applications for ACGME accreditation of new programs;
      ii. Changes in resident complement;
      iii. Major changes in program structure or length of training;
      iv. Progress reports requested by the Review Committee;
      v. Responses to all proposed adverse actions;
      vi. Requests for increases or any change to resident duty hours;
      vii. Voluntary withdrawals of ACGME-accredited programs;
      viii. Requests for appeal of an adverse action;
      ix. Appeal presentations to a Board of Appeal or the ACGME;
      x. Proposals to ACGME for approval of innovative educational approaches, Program citations, and/or request for changes in the program that would have significant impact, including financial, on the program or institution.
   d) When necessary, facilitates communication between the department chair, program administrator, residents/fellows, GME Office, and other departments across the System in an attempt to establish intra- and inter-professionalism.
   e) Communicates with clinical specialty organizations, and national organizations, including the ACGME, NRMP and the ABMS specialty board.
   f) Serves as career counselor, adviser, liaison and advocate for residents.
   g) Communicates clearly in the role of the teacher to assess the educational needs of learners, and collaboratively set realistic expectations with learners.
   h) Identifies and eliminates barriers in teaching and maintains appropriate balance between patient care and education.
   i) Offers, seeks and accepts honest, constructive and timely feedback.
   j) Prepares and submits any communication with GME constituents (GME Office, department, faculty, residents, Board, ACGME) as needed.
   k) Prepares and submits any communication required or requested by the ACGME, including annual program resident updates to the WebADS, and ensures that the information submitted is both accurate and complete.
   l) Performs ACGME-required semi-annual resident/fellow reviews.

8. Responsible for program leadership and professionalism including the following:
   a) Articulates and promotes a program philosophy of patient-centered, learner-focused, and competency-based curriculum.
   b) Administers the residency program with enthusiasm, commitment, compassion and innovation.
   c) Adheres to high ethical and moral standards.
d) Demonstrates and practices the core humanistic values — honesty, integrity, caring, compassion, altruism, empathy, respect for others, trustworthiness.

e) Exercises accountability.

f) Deals with complexity and uncertainty.

g) Encourages residents to be actively involved in educational aspects of the program.

h) Respects and protects confidential information.

i) Maintains up-to-date knowledge in education, administration and clinical specialty.

j) Recognizes personal competence limits.

k) Works with colleagues in a manner that best serves residents’ interests.

l) Respects the residents’ and faculty’s cultural beliefs, practices and language.

m) Subordinates individual interests to those of the residents and the program.

n) Employs techniques of change by developing goals for the program’s educational community.

o) Participates actively in IMPD professional society.

9. Responsible for program excellence and innovation to include the following:

a) Demonstrates a continuing commitment to excellence and scholarship, particularly medical education scholarship and medical education administration.

b) Remains current with evolving national, institutional and IM program requirements.

c) Remains current and anticipates trends in GME.

d) Improves the program by incorporating feedback and networking within and across specialties and institutions.

e) Leads and facilitates faculty development, particularly as related to competency-based education and outcome-based evaluation.

f) Recognizes residents requiring remediation and develops improvement plans which are reviewed, documented and revised, as necessary.

g) Ensures compliance with grievance and due process procedures as set forth in the Institutional Requirements and implemented by the sponsoring institution.

h) Demonstrates a commitment to continuous self-development and learning in order to grow as a clinician, as well as a leader.

i) Establishes an education committee or residency advisory committee consisting of peer-selected, rotating residents and appointed, rotating faculty.

j) Defines meaningful outcome metrics for residents, faculty and the program.

k) Effectively manages accreditation resources for the health and vitality of the program.

l) Views every challenge as a potential opportunity for improvement.

m) Advocates on behalf of the residents and the program; remains sensitive to/supportive of faculty.

10. Maintains competency in all organizational, departmental and outside agency environmental, employee or patient safety standards relevant to job performance.
QUALIFICATIONS

- Current clean physician license that is free of sanctions, removal from staff at previous practices, and other disciplinary action;
- Certification by the appropriate specialty board or specialty qualifications that are acceptable to the Review Committee;
- Requisite specialty expertise and documented educational and administrative experience acceptable to the Review Committee;
- Appropriate Medical Staff appointment; or
- Combination of education/experience relating to above tasks, knowledge, skills and abilities.
- Ability to pass drug and nicotine test; SAMC promotes a tobacco free workplace.

Knowledge of:
- Microsoft Office Programs (i.e., Windows, Outlook, Word, Excel, etc.);
- HIPAA and confidentiality requirements;
- Educational theory as it relates to adult learning principles;
- Health care administrative and strategic practices;
- Health care environments and trends as it relates to recruitment and retention initiatives;
- Project management, budgeting and fiscal controls;
- Provider reimbursement methodologies;
- Information and computer systems applications;
- Teaching, training and evaluation techniques for physician development;
- Organizational development strategies and methods;
- Patient’s and resident’s rights;
- Patient safety standards;
- Grants and funding initiatives; and
- Clinical medical education requirements for physicians.

Skills in:
- Advanced written and oral communications; ability to communicate with small and large audiences;
- Research -- necessary for the professional development, preparation, and delivery of high quality adult learning and clinical practice curricula;
- Efficient capital and human resource management;
- Ability to coordinate and collaborate with other departments and functional areas to deliver services in a manner consistent with the mission, vision and values of the College and the Medical Center.
- Utilization of computer technology appropriate to the development of teaching materials;
- Teaching a variety of courses, utilizing state of the art training techniques, and teaching technologies;
- Developing, implementing, and managing programs;
- General business administration;
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- Management and leadership attributes and facilitating change management;
- Providing medical direction for the clinical education programs for physicians;
- Scheduling and coordinating diverse variety of learning experiences;
- Developing, implementing and maintaining quality clinical educational offerings; and
- Process improvement principles and techniques.

Ability to:
- Incorporate population care management into all aspects of communication and patient care; scope of services provided will encompass age groups from infant through geriatric;
- Prioritize tasks and focus on results in a complex organization that operates in a competitive environment; and
- Work collaboratively within a complex binary system to accomplish goals and objectives;
- Perform responsibilities with frequent interruptions and competing priorities.

Complexity and Difficulty: In consultation with appropriate College and Medical Center leadership.
- Make decisions regarding budgeting, fiscal control, and program development impact on SAMC physicians, staff, and financial viability;
- Make decisions that impact human resources management and any legal considerations;
- Ensure consistent, quality-focused clinical education and environment for residents and faculty; and
- Make decisions involving participating hospitals and resident rotations to facilitate a robust learning experience.

COMPENSATION

An attractive compensation package will be designed in accordance with experience and industry standards.
THE LOCATION

Established in 1885, Dothan is the center of industry and commerce in Alabama’s Wiregrass region in the southeast corner of the state. Just a few miles from the state lines of Florida and Georgia, Dothan is the principal city of a metropolitan area that encompasses Geneva, Henry and Houston counties, with a small portion in Dale County. The city embraces the best that life has to offer, providing its residents with modern conveniences and amenities of larger cities, while retaining the charm and friendliness of the South. Dothan’s cost of living index is well below the national average.

Just a three-hour drive from the foothills of the Appalachians in Birmingham, Dothan allows residents and tourists to enjoy the white sands of Panama City Beach, located 78 miles to the south. It is one of the region’s most progressive cities, offering a mild winter climate, affordable housing, low property taxes, and a wide variety of opportunities for its residents, including education, shopping, and cultural entertainment. City population: ~ 65,000 -70,000; Dothan metro area: ~ 145,000.

Demographics: 63.1% White; 32.5% African American; 2.9% Hispanic; 1.8% two or more races; 1.1% Asian; 0.4% Native American; 0.1% Native Hawaiian or Pacific Islander. (2010 Census.)

The city serves as the main transportation, health care and commercial hub for over 600,000 people living in southeastern Alabama, southwest Georgia, and nearby portions of the Florida Panhandle.

Dothan Regional Airport offers convenient service for business or travel. Atlantic Southeast Airlines/Delta Connection is the airport’s carrier, offering daily non-stop regional flights to Atlanta and 171 cities, along with 3 - 5 commuter flights between Dothan and Atlanta’s Hartsfield Jackson Airport.

Its humid subtropical climate experiences average high temperatures ranging from 92 °F (33 °C) in the summer to 59 °F (15 °C) during winter.

The area has a diverse religious community with many churches, synagogues and mosques representing a wide spectrum of global faiths.

Healthcare is the largest industry, with retail and education close behind. Thousands of visitors pass through the city each year on their way to visit the Florida beaches. Tourism is a staple. Since nearly one-fourth of the U.S. peanut crop is produced nearby, Dothan is sometimes referred to as "The Peanut Capital of the World." It hosts the annual National Peanut Festival.

The crime rate is far below the national average, based on FBI statistics.

Museums, theaters and music are part of the cultural scene in Dothan, and the Dothan Opera House offers symphonies, ballets and more. Dothan Area Botanical Gardens include 50 acres of cultivated gardens and wooded landscapes. Highland Oaks Golf Course is part of Robert Trent Jones Golf Trail.
TO APPLY

Send letter of interest and Curriculum Vitae to tomw@dcallc.com.

Please include contact information such as office and mobile phone numbers and e-mail address.

Electronic versions of applications are preferred.

If it is necessary to send a hard copy of your application, please advise and DCA will provide further information to accommodate your request.

DCA, LLC CONTACTS

Marsha D. McBreen
Partner/CEO
Diversified Consulting Associates, LLC

Office: 877.636.1330
Mobile: 651.261.6499
Email: marsham@dcallc.com

Tom Wasserman
Partner/COO
Diversified Consulting Associates, LLC

Office: 651.436.6564
Mobile: 651.261.6501
Email: tomw@dcallc.com