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## **Personal and Confidential Specifications for Director, Corporate Compliance Community Hospitals & Wellness Centers Bryan, Ohio**

### **The Organization:**

Community Hospitals and Wellness Centers (CHWC) is one corporate hospital that provides services on three separate community campuses.

CHWC Bryan in Bryan, Ohio is the flagship. Bryan is an 89-bed acute care hospital that is in the early stages of a three-year \$60 million expansion and renovation project. Bryan houses the classic acute care services; and, in addition, cardiac catheterization and primary and elective stenting programs. The expansion will create all new operating suites which will be designed to accommodate fully digital and minimally invasive surgery. The Bryan campus also includes a radiation oncology center and home health care and hospice programs.

CHWC Montpelier in Montpelier, Ohio is the regionally recognized and CARF accredited inpatient rehabilitation program. Montpelier is part of the federal Critical Access Hospital program. There is both a distinct part acute care rehabilitation and swing bed rehabilitation program. Montpelier also hosts an Emergency Department, Laboratory, Radiology and Sleep Disorders Laboratory.

CHWC Archbold in Archbold, Ohio is a 20 bed acute care hospital. The Archbold campus first opened in 1998 as an ambulatory care center. In 2002 it was expanded into Emergency and inpatient services. CHWC Archbold has four surgical suites and an active program of physician specialist clinics.

CHWC employs approximately 800 employees, working in 630 full-time equivalent positions. There is a medical staff of 55 physicians. The community is fortunate to have locally based cardiology, orthopedics, ENT, general surgery, OB/GYN, urology and podiatry.

Northwest or northwestern Ohio consists of multiple counties in the northwestern corner of the US state of [Ohio](#). This area borders [Lake Erie](#), southern [Michigan](#), and eastern [Indiana](#). Some areas in northwestern Ohio are also considered the [Black Swamp](#) area. The [Toledo metropolitan area](#) is also part of the region.

Extreme Northwest Ohio is a portion of Northwest Ohio best known as the [Great Black Swamp](#) area due to its natural history. The counties of [Defiance](#), [Fulton](#), [Henry](#), [Paulding](#), [Putnam](#), [Van Wert](#), and [Williams](#) in the state of [Ohio](#) are usually classified as extreme northwest Ohio. Northwest Ohio's population in the year 2000 was 1,639,144. According to the [2000 Census](#), the population of Extreme Northwest Ohio is 234,660.

The city of Bryan ([www.bryanchamber.org](http://www.bryanchamber.org)) has a population of about 8,300.

**Job Summary:**

The Director, Corporate Compliance monitors and reports results of the compliance/ethics efforts of Community Hospitals & Wellness Centers and provides guidance and advice to the Board, the senior management team, the Medical Staff and the Community Hospitals & Wellness Centers staff on matters relating to compliance. The Director, Corporate Compliance will present all necessary information and actions to ensure achievement of the objectives of an effective compliance program including training, in-house consulting, and investigation and resolution.

He/She is also responsible for HIPAA compliance.

The compliance program is primarily driven by The Joint Commission (TJC) accreditation standards and Centers for Medicare & Medicaid Services (CMS) Conditions of Participation.

The position is that of an Individual Contributor.

**Reports to:**

President, Chief Executive Officer

**Direct Reports:**

None

**Education:**

Bachelor's Degree in Health Services Administration, Business Administration, Nursing Administration or other appropriate discipline required. A Master's Degree or a Juris Doctorate is an advantage.

**Experience:**

- Three to five years experience in health care or a related industry
- Appropriate, contemporary experience working with standards, regulations, Federal guidelines and similar objectives (The Joint Commission (TJC), Centers for Medicare & Medicaid Services (CMS), the Occupational Safety and Health Administration (OSHA), and the National Fire Protection Association (NFPA), ideally in health care or a health care-related industry, and ideally with TJC and CMS
- Having communicated with various groups, individuals, and organizations in both formal and informal settings
- A recognized set of accomplishments in training others in both formal and informal settings
- Active leadership and involvement in professional organizations

In addition, we prefer someone with a focus on dealing cooperatively with and communicating to various publics. A legal background, a consulting background, or a background in a highly regulated industry would be ideal.

**Candidate Requirements: Experience:**

- Developed and implemented written policies, procedures, and standards of conduct in health care or in industries comparable to health care
- A strong communicator, adept at developing effective lines of communication and appreciating the importance of clarity and specificity
- Experience in identical or similar responsibilities
- Communicated and enforced standards through guidelines, procedures, and policies
- Formally reported on various regulatory or standardized issues or activities
- Conducted periodic risk assessments
- Trained a variety of individuals at several levels and in various functions, then followed up with written standards and procedures
- Communicated in formal written and verbal instances
- Worked in a collaborative sense with several departments, sometimes on organization-wide issues and other times on department issues
- Provided guidance to the timely development of corrective measures
- Monitored the performance of various departments within the context of established corporate and regulatory standards; recommended changes to procedures to correct errors and communicated process improvements

**Candidate Requirements: Interpersonal Skills:**

- Conducted him/herself in a manner that clearly demonstrates a positive, “can do” attitude
- Clearly articulated an organization’s Vision, expectations, accomplishments, and position on various issues, ideally to various internal audiences
- Reported violations or potential violations to authorized parties as appropriate and/or required
- Developed effective training programs, ideally in compliance or risk management, with an emphasis on introductory training for new employees as well as ongoing training for all employees and managers
- Specifically improved compliance performance of a department or area through proper administration, training, communication, and process improvement
- Implemented written policies, procedures, and standards of conduct; all of which are within the context of improving standards and processes, thus bringing the organization into compliance
- Conducted periodic risk assessments and created response plans
- Updated standards and procedures to insure compliance with changing activities and processes

**Candidate Requirements: Career Profile:**

- Knowledgeable about compliance trends and issues, ideally those associated with Health Care; able to appreciate what these trends and issues mean
- Maintained an active leadership profile in his/her professional organizations
- Having effectively planned, coordinated, and implemented a range of programs and projects, focused on process compliance and improvement
- Technically savvy; comfortable understanding and using technology as an integral part of communicating and conducting business via established channels
- Have effectively reviewed and reported on regulatory and compliance issues, and understood the legal and regulatory standards involved
- Communicated changes that are understandable to all involved and allowed the changes to occur with confidence
- Having responded promptly and effectively to detected offenses, then developed corrective responses
- Possessing a personality that fits well into the Community Hospitals & Wellness Centers organization
- Someone who has an ongoing interest in the future and in planning, recognizing that changes are ever-present and regularly occurring
- Someone who sets goals on a regular basis, is personally accountable for the accomplishment of his/her goals, and continually initiates new goals and schedules
- An exceptional communicator - concise, accurate, and helpful - within the hospital to a variety of audiences and individuals

**Characteristics/Background Qualities:**

- Hard-working, with a strong work ethic
- Someone with solid common sense
- Has a high degree of credibility, strong values, and integrity
- Acts with initiative
- Someone to whom others look with respect and confidence
- Follows up on all open issues
- A good planner, especially project oriented
- Always acts with integrity and truthfulness

**Major Issues:**

- Program Development: Establish a first-time compliance function as an ongoing and effective effort
- Program Development: Lead corporate efforts towards exceptional compliance with The Joint Commission (TJC) accreditation standards and Centers for Medicare & Medicaid Services (CMS) Conditions of Participation
- Training: Create, implement, and maintain a hospital-wide training program that is made available to all employees that will educate staff on the primary compliance issues for both The Joint Commission and CMS Conditions of Participation
- Training: Create, implement, and maintain a training program for our Medical Staff to assist with compliance efforts for The Joint Commission and the CMS
- Performance Improvement: Develop organization-wide quality and performance improvement plans

**Immediate Objectives:**

Consistent with the Major Issues stated above:

- Program Development: Within 90 days have a broad outline of goals, actions, and timetables for a comprehensive compliance function
- Program Development: Identify all Joint Commission (TJC) accreditation standards and Centers for Medicare & Medicaid Services (CMS) Conditions of Participation as applicable to CHWC and promulgate them to various internal constituencies
- Training: Within 90 days have identified the goals, actions, and timetables for a hospital-wide training program with emphasis on the primary compliance issues for both Joint Commission and CMS Conditions of Participation
- Training: Within 90 days have identified the goals, actions, and timetables focused on our Medical Staff and its specific compliance issues, be prepared to create multiple plans for multiple physician options
- Performance Improvement: Begin the process of establishing quality and performance improvement plans; outline this beginning phase within 90 days

**Compensation:**

An attractive package consisting of base salary and other, appropriate benefits.

**Contact:**

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Please refer to 2508 in all correspondence.