JOB DESCRIPTION

POSTION TITLE: Chief of Staff
Lyndon B. Johnson General Hospital

DATE PREPARED: October 25, 2006

JOB CODE: 0326

OPERATING UNIT: Medical School
REPORTS TO (title): Vice Dean of Clinical Affairs of the Medical School

DEPARTMENT: Office of the Dean
APPROVAL:

DIVISION: Lyndon B. Johnson General Hospital

ESSENTIAL RESPONSIBILITIES:

1. Responsible for directing and coordinating the activities of the clinical and administrative functions within the Lyndon B. Johnson General Hospital (LBJGH), a 332-bed county-owned, full-service facility participating in teaching, research, and clinical care and the Harris County Hospital District (HCHD) Community Health Pavilion staffed by the University of Texas (UT). Acts as primary liaison between the Medical School and the Harris County Hospital District and the Harris County Sheriff’s Office (County Jail Medical Program). Carries the title of and serves as Chief of Staff of LBJ General Hospital within HCHD administration.

2. Facilitates the undergraduate and graduate medical education programs based at LBJ General Hospital.

3. Develops and manages the annual operating budget for the University of Texas Medical School at Houston component of Affiliated Medical Services.

4. Liaison with LBJ Administration and Harris County Hospital District.

5. Liaison with Affiliated Medical Services.

6. Administers policies and procedures of the Harris County Hospital District governing the medical staff.

7. Administers all personnel policies and procedures concerning employees in accordance with the policies and procedures established by the UTHSC, the U.T. System, and the Board of Regents.

8. Facilitates research activities at LBJ General Hospital.

9. Coordinates activities with the clinical department chairs and their LBJ-based chiefs to ensure excellence in the School’s academic and clinical programs at LBJ.

10. Coordinates activities with the Vice Dean and other Associate Deans in their respective areas, including clinical operations and finances, educational programs, student affairs and management.

11. Coordinates activities with other Harris County programs including the Harris County Jail and the community health centers of the Harris County Hospital District.
POSITION TITLE: Chief of Staff Lyndon B. Johnson General Hospital

PRINCIPAL ACCOUNTABILITIES:

1. Provide leadership and support to UT/LBJGH employees in the areas of education, patient care, and research. TO ENSURE THE MISSIONS AND GOALS OF THE MEDICAL SCHOOL AND HEALTH SCIENCE CENTER ARE ACHIEVED.
2. Design and execute an effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and the Department complies with all applicable laws, regulations, policies and procedures. TO ENSURE COMPLIANCE WITH POLICIES AND GUIDELINES SET BY U.T. SYSTEM AND LEGISLATIVE MANDATE.
3. Observe and monitor all administrative, fiscal and business processes of the Office of the Chief of Staff Lyndon B. Johnson General Hospital (LBJGH). TO ENSURE FISCAL SOUNDNESS IN THE DEPARTMENT in compliance with policies of Harris County Hospital District (HCHD).
4. Recruit faculty and staff, in conjunction with Department Chairmen, to PROVIDE AND MAINTAIN A HIGHLY EFFECTIVE AND MOTIVATED ORGANIZATION.

QUALITIES:

1. Excellent written and oral communication skills
2. Effective administrative skills
3. Serves as a role model as a physician and leader
4. Respect of peers
5. Interpersonal and conflict resolution skills
6. Financial and budgetary knowledge