

Position Summary:

Position:	President / CEO	Job Code:	650
Department:	Administration	Department Code:	8050
Worksite Location:	Stoughton Health	Manager:	Governing Board
WiSHHRA Benchmark:		RWHC Benchmark:	
Probationary Period:	One Year	FLSA Status:	Exempt (Salaried)
Job Summary:	<p>The Chief Executive Officer is responsible for the overall planning and directing of the activities in support of the mission, long-range plan and policies of the Hospital as well as the health needs of its patients and the communities it serves. The Chief Executive Officer is directly and solely accountable to the Hospital Board of Trustees in the performance of duties in a manner that is commensurate with the responsibilities and authorities conferred upon him or her by the Board. The Chief Executive Officer is the representative of the Board in the general leadership and management of the Hospital.</p>		

Position Requirements:

Required Education:	Master's Degree
Preferred Education:	Master's Degree
Professional Experience:	
Licensure:	No
Certification:	No
Certification Eligible:	N/A
Special Requirements:	Requires a minimum of 5 years of related health care management experience. Previous experience with a skilled nursing facility, home health care and/or senior housing is preferred in addition to acute care hospital experience.
Computer Competency:	Basic Computer competency skills are expected for this position. All Stoughton Hospital employees have e-mail access and many use a PC to send and retrieve work e-mail; reference internal websites, access electronic health records, and use online learning tools to remain current with continuing education requirements.
Microsoft Office Suite Skills:	Intermediate Skills - Able to perform fairly detailed formatting, create Word and Excel files, write formulas and prepare applicable charts for reports.

Working Conditions:

Toxic Chemicals	Rarely	Needles and other Sharps	Rarely
Extreme Temperatures:	Rarely	Blood and other Body Fluids	Rarely
Dust/Fumes/Gas	Rarely	Communicable Diseases	Rarely
Handling Mechanical Parts	Some of the Time	Unprotected Heights	Rarely
Electric Shock Potential	Rarely	Computer Monitors	Very Frequently
X-Ray Electromagnetic Energy	Rarely	Frequent Repetitive Motions	Frequently
High Pitched Noises	Rarely		

Physical Requirements:

Standing:	Some of the Time	Reaching Outward:	Frequently
Walking:	Some of the Time	Climbing:	Rarely
Sitting:	Very Frequently	Crawling:	Rarely
Handling:	Frequently	Squatting:	Rarely
Bending:	Rarely	Kneeling:	Rarely
Visual Acuity:	Very Frequently	Color Vision Required:	No
Audio Acuity:	Frequently		
Lifting and Or Carrying		Pushing and or Pulling Per Safe Movement Policy:	
10 lbs or Less	Frequently	1 – 12 lbs	Frequently
11 – 20 lbs	Frequently	13 – 25 lbs	Frequently
21 – 50 lbs	Rarely	26 – 40 lbs	Rarely
51 – 100 lbs	Rarely	41 – 100 lbs	Rarely
Over 100 lbs	Rarely		

Essential Functions and Core Competency Measurements

Essential Function	Job Specific Core Competency	Rating: M=Meets Standards E=Exceeds Standards			
		Employee	M	E	
Adheres to Excellence Together standards of performance	Demonstrates compliance with AACTS standards. Works and interacts effectively with and provides direction to others. Communicates effectively orally and in writing. Maintains confidentiality per Hospital policy.	Manager	M	E	90-day Action Plan Required
Essential Function	Job Specific Core Competency				
Executes strategic mission, direction and long range plans for the hospital as approved by the Board of Directors.	Supports, maintains and adapts as necessary an Excellence Together philosophy and culture appropriate to support and achieve the mission and strategic goals of the hospital. Implements all policies established by the Board of Directors. Prepares and submits to the Board of Directors for approval a plan of organization of the personnel and other parties associated with the operation of the hospital.				
Essential Function	Job Specific Core Competency				
Establishes, maintains and monitors a system of financial planning, including its reporting and controls.	This system shall provide for the development of annual and long range financial plans and budget, monitoring and reporting of the financial performance and condition of the hospital in comparison to the approved plans and budgets, adequate insurance protection of the hospitals assets, a system of internal accounting and financial controls, and annual audit by an outside accounting firm approved by the Board of Directors of the hospital financial statements and accounting practices.				
Essential Function	Job Specific Core Competency				
Develops and implements a comprehensive management information reporting system to account to the Board of Directors the hospitals activities and performance.	Does this respect to the quality of services rendered, including accreditation standards, financial performance and conditions, employee satisfaction and moral, progress on strategic plans and projects, patient satisfaction, marketing related objectives, and compliance with all applicable laws, regulations, rules and standards including but not limited to WI DHS, JC; CMS.				
Essential Function	Job Specific Core Competency				
Supervises all business affairs.	Records of financial transactions, collection of accounts and purchase, issuance of supplies to insure that all funds are collected and expended to the best possible advantage.				
Essential Function	Job Specific Core Competency				
Oversees the selection, employment, control and discharge of all employees of the hospital	Promulgates and enforces all rules and regulations defining proper conduct of the hospital made by and under the authority of the Board of Directions; to formulate, establish and enforce such additional procedures, rules and regulations in all departments as may be necessary to provide for the proper admission, care, safety and discharge of patients and welfare of staff.				
Essential Function	Job Specific Core Competency				
Works to ensure high quality standards of care. Achieve and sustain high Press Ganey patient, employee, and physician satisfaction/engagement ratings.	Sees that all physical properties are kept in a good state of repair and operating condition. Cooperates with the Medical Staff and secure cooperation on the part of all those concerned with the rendering of professional services to the end that the best possible care and service may be rendered to all patients and customers of the hospital.				

Essential Function	Job Specific Core Competency
Develops and maintains effective communication mechanisms between the Board of Directors, Administration, Medical Staff, management, employees and affiliated organizations and individuals that promote the pursuit of common goals, satisfactory problem resolution and efficient programs;	Serves with the Chair of the Board of Directors and the Chief of the Medical Staff as the official liaison officers and channel of communication for official communications between the Board of Directors or any of its committees and the Medical Staff.

Essential Function	Job Specific Core Competency
Interprets the meaning of the Association Bylaws and all other regulations and policies adopted by the Board of Directors as they may apply to those affected by them (except the Board of Directors itself).	In the event of uncertainty or dispute, the President's interpretation shall govern until a ruling by the Board of Directors is made.

Essential Function	Job Specific Core Competency
Performs any other duty that may be necessary in the best interest of the hospital	Performs other responsibilities that may from time to time be delegated by the Board of Directors. Acts as the duly authorized representative of the Board of Directors in all matters in which the Board has not formally designated some other person for that specific purpose. Acts as an ex-officio member of every committee of the corporation; and in the absence of the Chair or Vice Chair, signs all deeds, mortgages, contracts, or other documents, which, under the bylaws may be signed by the Chair or Vice Chair.

Essential Function	Job Specific Core Competency
Assume share of admin on call with Administrative Council.	

Essential Function	Job Specific Core Competency
Promotes optimal business relationships with SSM Health and other area health systems including health plans in order to promote local, quality, accessible community health care and population health.	

Essential Function	Job Specific Core Competency
Method of accountability.	Achieves prospective CEO performance goals approved by the Board of Directors Goals. Achieves the Hospital's overall operating and profit goals. Performance and growth of the Hospital is effective and efficient. Achieves strategic marketing and financial plans through sound operational decisions.

Ages of Populations Served:

Demonstrates the knowledge and skills necessary to provide care/service based on physical, psychosocial, educational and safety related criteria, appropriate to the age of patients/customers served. The following age categories are serviced by this position:

Geriatric 60+ Years	Adult 18-59 Years	Adolescent 12-17 Years	Pediatric Under 14 years	Newborn
N/A	N/A	N/A	N/A	N/A

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- ___ Evaluates for age appropriate behavior, motor skills and physiological norms.
 - ___ Recognizes patient/customer level of psychosocial development and modifies approach accordingly.
 - ___ Assesses for signs/symptoms of abuse or neglect.



EMPLOYEE: Place an "x" in the box to the left if you are aware of any breaches in Corporate Ethics. Please attach appropriate documentation and contact Human Resources or Administration with your concerns.

I have read and understand the Stoughton Hospital Excellence Together Standards of Performance. As an employee of Stoughton Hospital I am expected to practice these actions anytime on duty for the hospital.

I have reviewed the following:

- Position Description +
 - Completed education/ training +
 - Standards of Performance +
 - Employee Handbook +
 - Department Specific Competencies
- + *These resources are located on Intranet*

I agree that my position description (*located on Intranet*) accurately reflects the work I perform.

I have had an opportunity to review and respond to feedback given to me on this performance evaluation.

Employee Signature **Date**

Manager Signature – I agree that the attached position description accurately reflects the work performed. **Date**

Director/Vice-President/President Signature **Date**