

**CENTRAL MONTANA MEDICAL CENTER  
MANAGEMENT POSITION DESCRIPTION**

<b>Position Title</b>	COMPLIANCE OFFICER,	<b>Grade</b>	
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<b>Department</b>	Compliance	<b>Exempt</b>	<b>X</b>
<b>Immediate Supervisor</b>	CEO		
<b>Supervisor next in line</b>		<b>Workweek</b>	<b>Part-time/Variable</b>

**POSITION SUMMARY**

The Compliance Officer is responsible for overseeing the administration and implementation of the Hospital's Corporate Compliance Plan. The Compliance Officer shall report at least quarterly to the CEO and to the Board of Trustees on the operation of the Corporate Compliance Plan. The Compliance Officer should seek advice from legal counsel when appropriate.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

Qualified healthcare professional with a minimum of 3-years managerial experience as well as knowledge of and experience with Compliance regulations, Activities to include but not limited to: collection and interpretation of patient information; patient complaint audits/reviews; statistical analysis; and understanding and interpretation of local, state and Federal regulations.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
- 2 Responsible for overall operation of the Compliance Program/Department.
- 3 Maintains documentation and meets requirements necessary for the above activities.
- 4 Completes Compliance Department employee evaluations on time, offering guidance for professional growth when and where appropriate.
- 5 Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff.
- 6 Participates in meetings and events as required or requested.
- 7 Completes required productivity reports in a timely manner as requested or required.
- 8 Develops and implements departmental policies and procedures
- 9 Assists Administration with development and implementation of facility-wide policies and procedures related to areas of Compliance.
- 10 Assists and serves as resource for Administration, Department Managers, Medical Center Staff and Medical Staff for Compliance.
- 11 Communicates to and educates Medical Center and Medical Staff regarding the Compliance Program.

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12	Participates in Hospital and Medical Staff meetings as required/requested.
13	Receives and processes information and prepares reports regarding Compliance.
14	Completes other duties as assigned
15	Performs initial and periodic compliance assessments and conducts related ongoing compliance monitoring activities in coordination with CMMC's other compliance and operational assessment functions
16	Investigates alleged violations of the Corporate Compliance Plan and works with appropriate parties to remediate violations and/or adverse outcomes promptly, properly and consistently.

**Knowledge, Skills, Abilities:**

**Knowledge of:**  
 Healthcare Compliance.  
 Ability to apply the principles of change management.  
 Demonstrated organization, facilitation, communication, and presentation skills  
 Local, State and Federal regulations/requirements  
 Operations of the health care industry and health care delivery system  
 Management principles

**Skills:**  
 Human relations and oral/written communications skills  
 Management experience/skills in hospital/healthcare environment  
 Computer skills  
 Collection and analysis of data  
 Preparing and presenting information in a meaningful manner  
 Developing constructive relationships

**Ability to:**  
 Develop and implement policies and procedures  
 Research information  
 Coordinate and conduct meetings  
 Understand, interpret and educate others with regard to state, local and federal rules/regulations/laws appropriate to areas of responsibilities and healthcare delivery system  
 Develop and maintain effective interpersonal relationships  
 Organize and manage  
 Coordinate and communicate effectively  
 Utilize office equipment (computer, calculator, fax, telephone, voice messaging, typewriter, etc.)  
 Collect, abstract, tabulate, aggregate, analyze and display data and statistics

**OCCUPATIONAL EXPOSURE** for this position:

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	Poor ventilation system, artificial lighting.

**PHYSICAL DEMANDS:**  
 (Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
<b>X</b>	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly

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	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date