

TITLE: Chief Executive Officer
DEPARTMENT: Administration
FLSA: Exempt

JOB SUMMARY:

The Chief Executive Officer (CEO) is responsible for the overall operations of the Public Hospital District (PHD) which includes Pullman Regional Hospital, Pullman Regional Hospital Foundation, and Pullman Regional Hospital Clinic Network. The CEO is also the authorized PHD representative to other local and regional partnerships. The CEO provides leadership, direction, coordination, and overall administration of the PHD's operations to insure financial stability, quality patient care, employee and patient safety, patient satisfaction, and employee engagement. The CEO will carry out their duties by adhering to the highest standards of ethical and moral conduct. The CEO acts in the best interest of the PHD and leads the values, vision, and mission across the PHD. The CEO will have demonstrated the ability to interact, relate to, work with, and support the activities of a varied medical staff, employees, Board of Commissioners (BOC), patient population, and community stakeholders. The CEO will reside within Whitman County and participate in activities in the Pullman Community, the greater Palouse Region, and state wide, as appropriate.

QUALIFICATIONS:

Education/Training: A Masters of Business Administration (MBA), or Masters of Healthcare Administration (MHA), or a Master's degree in a related healthcare or leadership field is required.

Experience: Five or more years of hospital and/or healthcare Director level leadership experience is required. Executive level leadership and/or Chief Executive Officer (CEO) experience in a hospital or healthcare organization is preferred.

License/Registration: None required.

Population Served: N/A

ESSENTIAL FUNCTIONS:

Planning and Prioritizing

1. Collaborate with the BOC, Medical Staff, Leadership, and employees to establish, define and/or redefine meaningful and pertinent annual organizational strategic goals/plan.
2. Carries out the PHD's annual strategic plan both short term and long term.
3. Facilitate organizational development through active leadership/participation in: All Staff Meetings, budget and planning process, Leadership Group meetings, and New Employee Orientation.

Information Gathering

1. Support gathering data that can assist in nurturing a healthier quality of life for our community.
2. Seek input from multiple sources when pursuing ideas or attempting to solve problems.

Decision-Making

3. Demonstrate thoroughness in decision making through use of variable sources of input and adequate data collection.
4. Is timely in decision making so as to facilitate proactive actions.

Communication

5. Develop mechanisms for community involvement/integration in the work of the PHD.
6. Effectively communicate with internal stakeholders about plans, activities, challenges, and successes of the PHD.
7. Engage in community groups and activities such as the local service groups, city/county government, and community events.
8. Develop and maintain a productive relationship with the administration of Washington State University (WSU).
9. Develop and maintain productive relationships with other hospital CEO's in the local region.
10. Develop and maintain productive relationships with the Washington State Hospital Association (WSHA), Association of Washington Public Hospital Districts (AWPHD), and with Legislators at both the State of WA and at the Federal level.

Technical Proficiency

11. Direct, coordinate and operate the facility in accordance with established policies and procedures of the BOC, in compliance with federal, state and other regulatory agencies.
12. Demonstrate effective use of principles of management and supervision of employees.
13. Remove barriers and build bridges that allow mutual trust to grow.

Teamwork

14. Encourage teamwork amongst employees, physicians, BOC members, patients and community.
15. Encourage and support personal growth of employees.
16. Conduct annual Performance Previews of other senior leaders of the PHD.

Quality

17. Validate through quality processes that the Performance Improvement of services is achieved.
18. Demonstrate that competence of personnel is maintained.
19. Participate in developing processes and organizing resources devoted to improving continually the quality of services offered.

Outcomes

20. Formulate and implement cost-effective administrative procedures for all facility services and personnel.
21. Demonstrate appropriate stewardship over available resources.
22. Provide direction and support to the Pullman Regional Hospital Foundation and functions as a main fund raiser for the PHD.

Personal Education

23. Adopt and carry out a plan for professional development.
24. Continually shares knowledge gained through personal education with others.

Work Effectiveness

25. Consistently demonstrates leadership in moving the PHD towards its vision of the future, and supporting the PHD's mission.
26. Assure that adequate resources are available to support the vision and mission of the PHD.

Reliability

- 27. Accept new assignments willingly and carries them out effectively.
- 28. Demonstrate flexibility to meet new demands.

Education of Others

- 29. Display willingness and is capable of assisting others in their efforts to enhance their understanding of their role within in their work area and the larger organization.
- 30. Is regarded as a leader of healthcare in the community.

Creating a Safe Work Environment

- 31. Identifies safety concerns and actively seeks to resolve these issues.

Stewardship

- 32. Assume the willingness to be accountable for the well-being of the larger organization by operating in service, rather than in control, of those around us.

Ethical Conduct

- 33. Consistently communicates and collaborates with colleagues about decisions which involve legal and ethical issues.

NON-ESSENTIAL FUNCTIONS:

- 1. Perform other non-essential functions as requested.

PHYSICAL DEMANDS:

Sitting: 80%. Standing/Walking: 20%.

Occasional lifting/carrying of supplies and equipment weighing up to 30 pounds.

Occasional pushing/pulling of equipment and filing drawers weighing up to 20 pounds.

Occasional climbing of stairs to reach other levels of the building.

Occasional stooping/kneeling/crouching to reach items on low shelves and to get into low cabinets.

Frequent reaching/handling/fingering to complete paperwork, use the phone, and computer.

Frequent talking/hearing/seeing to interact with employees, physicians, BOC members, and other stakeholders.

ENVIRONMENTAL CONDITIONS:

Location: Inside.

Minimal risk of injury due to proximity of moving parts on computer printer and copier.

Minimal exposure to biohazardous materials.

Revised: 08/2009, 10/2020, 2/2021

Reviewed: 05/2017