

**Arnot Health**  
***Job Description***

**JOB TITLE:** Hospitalist-Internal Medicine

**DEPARTMENT:** Hospitalist

**REPORTS TO:** Medical Director of the Hospitalist Department

**OVERVIEW OF POSITION:**

Under the direction of the Medical Director of the Hospitalist Department or his/her designee, and in accordance with established policies and procedures, provides inpatient clinical care to the patients referred to the hospitalist services. Works as an integral member of the patient care team to ensure high quality, effective patient care and timely hospital discharge. Leads the hospital interdisciplinary team to improve efficiency and facilitate continuum of care for patients from admission through the discharge process. Functions as an excellent communicator with PCPs, patients and families, specialists, hospital departments, and administration. Works closely with the Emergency Department team to provide timely evaluation, quality assessment, and efficient admission or discharge process as indicated by clinical condition. With the Medical Director of the Hospitalist Department works collaboratively with other departments to facilitate services of the organization and achievement of Medical Center objectives. Maintains compliance with national standards of care, regulatory agency requirements and Medical Staff Bylaws. Maintains appropriate standard of medical record documentation including medical record completion by the end of the assigned shift.

**MAJOR RESPONSIBILITIES:**

1. With the Medical Director of the Hospitalist Department, helps establish, monitor, and enforce Hospitalist Department (hereinafter called "Department") Policies and Procedures.
2. With the Medical Director of the Department, establishes and monitors the Department's Performance Improvement program to ensure continuing compliance and accreditation by DNV, the New York State Department of Health, and other review bodies.
3. Provides information to the Medical Director of the Department regarding Quality-of-Care issues and documentation issues within the Department.
4. Provides clinical direction and supervision for hospitalist advanced practitioners (physician assistants and nurse practitioners) in accordance with established protocols and guidelines and generally accepted standards of care. Consults with and keeps Medical Director informed of activities, needs, and problems.
5. Works according to the schedule provided by the Medical Director of the Department.

6. With the Medical Director of the Department works collaboratively in the recruitment and selection of physician and non-physician staff assigned to the Department.
7. Conducts daily hospital rounds on all patients referred to the service.
8. Provides patient care in a manner consistent with hospital medical staff by-laws, LOS standards, pathways/best practices, and referring physician requests.
9. Communicates daily with families, referring physicians, specialists, administration, and hospital departments in the care and treatment of patients referred to the service.
10. Works with the nurse to initiate and coordinate early discharge through collaboration with specialists, nursing staff, social services, utilization management, and other members of the interdisciplinary team.
11. Develops and maintains good working relationships with hospital departments and hospital administration.
12. Demonstrates a commitment to service by providing distinctive, personalized care and services by listening, anticipating, and responding to the needs of both internal customers and striving to exceed customer expectations.
13. Completes all patient care documentation by the end of the assigned shift.
14. Interacts in an effective, willing, professional manner with patients, staff, and family members; promotes positive intra- and inter-departmental relationships; works collaboratively with the Medical Director of the Department to present the department in a positive manner to other employees, staff, patients, visitors, and members of the Medical Staff.
15. Complies with Policies and Procedures of the Department and Medical Center and provides clinical service according to prevailing standards and Medical Staff Bylaws.

**OTHER:**

1. Participates on Medical Center committees as appropriate and attends Hospitalist department meetings. Is responsible for attending all annual mandatory educational programs as required by the institution.
2. With the Medical Director of the Department, works to plan and implement the Performance Improvement program for the Department which supports and coordinates with the goals of the Medical Center's Performance Improvement program. Is familiar with and demonstrates Quality in Action principles and participates in the process, as appropriate.
3. It is understood that this job description lists typical duties for the classification and is not to be considered inclusive of all duties which may be assigned.

**POSITION SUPERVISES:**

1. Advanced Practitioners (Physician Assistants and Nurse Practitioners) assigned to the Department.

**EDUCATION/OTHER REQUIREMENTS:**

1. Post-Graduate degree in Medicine or Osteopathy from an accredited school of medicine.
2. Must hold a currently valid New York State license and registration to practice medicine.
3. Must hold a currently valid DEA number.
4. Achieve and maintain board certification.
5. Maintain membership on the hospital medical staff.
6. Complete 50 hours of accredited continuing medical education annually in topics related to inpatient medicine.
7. Achieve and maintain certification by the American Heart Association in advanced cardiac life support.
8. Achieve and maintain proficiency in endotracheal intubation.

**WORKING CONDITIONS:**

1. Irregular shift work and occasional lifting.

**EXPOSURE:**

1. May be exposed to communicable diseases.