# CEO DUTIES AND RESPONSIBILITIES

*Fallon Medical Complex, Inc.*

• Manage the day-to-day activities of the Corporation, acting as a duly authorized representative and agent of the Board of Trustees.

• Carry out all policies established by the Board of Trustees and advise the Board on the formation of new or revised policies.

• Maintain an organizational plan for the operation of the corporation’s business, advising the Board of recommended changes that may occur from time to time.

• Prepare and present an annual budget to the Board in collaboration with the Chief Financial Officer.

• Oversee the selection, employment, and discharging of employees.

• Develop and maintain personnel policies, subject to the review and approval of the Board.

• Oversee the maintenance of the physical properties to ensure a safe and acceptable state of repair and operating condition.

• Oversee all business affairs of the corporation to ensure that all fiscal resources are utilized to the best possible advantage of the corporation.

• Work closely with other health care professionals to ensure the effective delivery of high quality care to our patients and residents.

• Oversee the investigation and appropriate reporting of all allegations of misconduct on behalf of employees, contractors, vendors, and visiting professionals.

• Present a monthly report of corporation activity and operations performance to the Board at their monthly meeting.

• Prepare and present an annual report to the Corporation membership, indicating past performance and future goals to be achieved.

• Prepare plans for the achievement of the Corporation’s specific objectives, periodically reviewing, evaluating, and revising those plans as necessary.

• Represent the Corporation in its relationships with other agencies, including the signing of contracts and other legal documents.

• Serve as a non-voting member of all standing committees and special committees of the Board as set forth in the By-laws.

• Oversee the preparation of monthly reports reflecting the professional services and financial activities of the corporation and other such special reports as may be required by the Board.

• Positively promote FMC in its service area through public relations, advertising, and participation in local organizations.

• Oversee the development and maintenance of an effective quality assurance / quality control / risk management program at FMC.

• Oversee the development and adherence to a corporate compliance plan, ensuring adherence to published federal guidelines.

• Maintain a close relationship with the Fallon County Commissioners, holding periodic meetings to report on Corporation activities of interest and to plan and coordinate the transfer of payments owed to or received from the County.

• Maintain a favorable relationship with Corporation members and community citizens, providing them with the appropriate information to satisfy their concerns and evaluating any suggestions they may have to improve operations.

• Organize and participate in regular meetings of FMC staff, not limited to meetings of department managers, medical staff, nursing home managers, and general personnel.

• Possess and maintain a valid Nursing Home Administrator license.

• Seek and obtain the appropriate level of education and training to ensure FMC’s adherence to regulatory and legal requirements. Oversee and monitor the implementation of regulatory and legal operational changes.

• Actively participate in state agency surveys of FMC operations, working with surveyors and their supervisors to facilitate any recommendations for appropriate changes, preparing a plan of correction for any cited deficiencies, and assisting with any follow up visits.

• Keep abreast of proposed changes in health care legislation and agency rules, lobbying with local, state, and federal lawmakers to ensure protection or creation of programs that favor rural health care delivery.

• Oversee the implementation and maintenance of technology appropriate for the effective and efficient delivery of health care to patients and residents.

• Review all Corporation agreements and leases on a periodic basis, garnering the opinion of Department Managers and other appropriate individuals, evaluating whether to renew said agreements or seek out alternative vendors, assisting with the renegotiations of agreements, and providing the final evaluation and approvals.

• Oversee the recruitment of physicians or other health professionals.

• Participate in beneficial network arrangements with other health care facilities.

• Participate in strategic planning and the development of goals and objectives that will allow the Corporation to maintain its commitment to deliver quality health care to the community.

• Scrutinize and thoroughly evaluate proposals for new programs or significant equipment purchases to ensure their validity and adherence to the strategic direction of the Corporation.

• Maintain a positive relationship with Medical Staff members and visiting physicians.

• Stay informed about managed care as it relates to health care delivery, advising the Board of impending changes as a result of the introduction of managed care and working towards the limitation of FMC’s exposure to significantly reduced reimbursement from managed care payers.

• Oversee employee benefit plans, such as the 401(k)-retirement plan, health insurance plan, flex plan, etc. This includes serving on the appropriate committees to ensure value to FMC for the premium or fee paid to vendors.

• Formally evaluate the performance of all direct reports on an annual basis.

• Develop and maintain a wage and salary budget, using generally acceptable rates being paid to peers in rural Montana communities as a benchmark.

• Oversee all legal action taken against FMC, or filed on behalf of FMC.