



STATE OF OREGON — OHA
POSITION DESCRIPTION

Position Revised Date:
January 30, 2024

Agency: Oregon Health Authority

Division: Director's Office

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Supervising Physician
b. Classification: 00000003043
c. Effective Date:
d. Position No: 1
e. Working Title: Chief Medical Officer
f. Agency No: 44300
g. Section Title: Director's Office
h. Employee Name: Vacant
i. Work Location (City – County): Hybrid/Salem/Portland
j. Supervisor Name: Dr. Sejal Hathi
k. Position: Permanent, Full-Time, Seasonal, Part-Time, Limited Duration, Intermittent, Academic Year, Job Share
l. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative
m. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Health Authority (OHA) is the Legislatively mandated Agency at the forefront of lowering and containing the State's health care costs, improving health care quality, reducing health care disparities, and increasing access to health care, including behavioral health care and health-related social needs, for all Oregonians to improve their lifelong health. OHA is responsible for many of the state's major health systems including the Medicaid program known as the Oregon Health Plan. Agency programs have Statewide impact and touch on the lives and health of all Oregonians through the many health-related programs and auxiliary support services, which include:

- Medicaid
Behavioral Health
Health Policy and Analytics
Public Employees' Benefit Board (PEBB)

- Oregon Educators Benefit Board (OEBB)
- Public Health Division
- Oregon State Hospital
- Equity and Inclusion Division
- Central Services - including:
 - ✓ Director's Office
 - ✓ External Relations
 - ✓ Agency Operations
 - ✓ Fiscal Operations

OHA's budget directly impacts a significant portion of Oregon's population, for example:

- Approximately 1.7 million individuals receive health care coverage through the Oregon Health Plan, the Oregon Health Insurance Marketplace, PEBB and OEBB.
- Over 50,000 Oregonians receive behavioral health support and treatment services through local community mental health and substance use disorder programs.
- Approximately 600 individuals at a time receive 24-hour psychiatric care through the Oregon State Hospital system
- Every Oregonian benefits from disease prevention and wellness services provided by the Public Health Division.

Additionally, OHA is overseen by the Oregon Health Policy Board (OHPB), a nine-member citizen board. The OHPB develops and guides implementation of health care policy and is committed to providing access to quality, affordable health care for all Oregonians and improving population health.

OHA's Vision

- A healthy Oregon

OHA's Mission

- Ensuring all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

OHA's Core Values

- Health Equity
- Service Excellence
- Integrity
- Leadership
- Partnership
- Innovation
- Transparency

OHA values include health equity, service excellence, integrity, leadership, partnership, innovation and transparency. OHA's health equity definition is: "Oregon will have established a health system that creates health equity when all people can reach their full potential and well-being and are not disadvantaged by their race, ethnicity, language, disability, age, gender, gender identity, sexual orientation, social class, intersections among these communities or identities, or other socially determined circumstances. Achieving health equity requires the ongoing collaboration of all regions and sectors of the state, including tribal governments to address: the equitable distribution or redistributing of resources and power; and recognizing, reconciling, and rectifying historical and contemporary injustices." OHA's 10-year strategic goal is to eliminate health inequities.

The Director's Office is responsible for leading the Oregon Health Authority and modeling the agency's core values of Health Equity, Service Excellence, Leadership, Integrity, Partnership, Innovation, and Transparency.

The Chief Medical Officer works within the OHA Director's Office. This position provides clinical leadership to all aspects of the agency and in work with external partners. Populations affected by the work of this position include current and future employees of OHA, health care system partners and contractors, and all Oregon populations including those most harmed by historical and current health inequities, including Tribes, Tribal communities, communities of color, immigrant and refugee groups, and people with disabilities.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

- The primary purpose of the OHA Chief Medical Officer (CMO) position is to provide strategic clinical leadership and integrated thinking to the agency, building on internal and external relationships, to support a coordinated, high quality health care system that ensures all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care.

The CMO position serves the following core functions as a member of the Director's Office:

- **Agency-wide Clinical Leadership.** The CMO oversees and advises on clinical policies, benefits and programs that support OHA's vision, mission and core values. The CMO convenes, coordinates and directs clinical leads across the agency to guide and align efforts to maximize quality, health outcomes, and health equity.
- **Clinical Services and Quality Improvement Direction.** The CMO directs and guides high quality clinical services, benefits, and quality improvement efforts through support of various committees, initiatives and other OHA efforts focused on advancing the coordinated care model and high quality, evidence-based clinical services. Direction and advisement is provided to areas such as the OHA Quality Council, Health Evidence Review Commission, Pharmacy & Therapeutics Committee, Quality Health Oversight Committee, and the Patient Centered Primary Care Homes program.
- **Internal and External Communication.** The CMO represents OHA in legislative and media communications, presentations regarding priority clinical and policy areas, and coordinates with local, state or national partners, committees and task forces related to healthcare services for Oregonians.
- **Health Equity Leadership.** The CMO works with OHA health equity subject matters, including but not limited to OHA's Equity and Inclusion Division, Tribal Affairs Division, and the Community Partner Outreach Program, to advance key opportunities and address barriers to achieving OHA's goal to eliminate health inequities by 2030. The CMO demonstrates leadership in anti-racism, the pursuit of health equity, trauma-informed and

resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments.

- **Address Health System Risks and Emergencies.** The CMO establishes and maintains effective working relationships with Oregon health system leaders and providers, professional organizations, and boards. The CMO supports emergency preparedness and response efforts; identifies and responds to risks and emergencies within the health system through coordination and collaborative problem solving; and elevates risks to the OHA Director.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

| % of Time | N/R/NC | E/NE | DUTIES |
|--|--------|------|--|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i> | | | |
| 30% | R | E | <p><u>Agency-wide Clinical Leadership</u></p> <ul style="list-style-type: none"> • The Chief Medical Officer is responsible for agency-wide clinical leadership and works to advance OHA’s vision, mission, and core values. • This position directs and guides OHA clinical programs, policies and initiatives across the agency that support integration of physical, behavioral, and oral health care; quality improvement; and health equity. The CMO works to ensure all people and communities can achieve optimum physical, mental, and social well-being through partnerships, prevention, and access to quality, affordable health care. • The CMO convenes, coordinates, and guides the work of clinical leads across the agency, including but not limited to the: <ul style="list-style-type: none"> ○ Medicaid Medical Leadership Team (Medical Director, Behavioral Health Medical Director and Dental Director), ○ Behavioral Health Director, ○ Oregon State Hospital Chief Medical Officer, ○ Quality Improvement Director, ○ State Public Health Officer; and ○ Public health senior advisors. • Manages high priority, sensitive and potentially controversial issues for the agency, with visibility by executive leadership and public constituents. • Balances ongoing and emerging work for the agency and adapt to incoming priorities and assignments with short deadlines. |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|--|
| | | | <ul style="list-style-type: none"> • Supports problem-solving and decision-making at the agency level. • Actively and appropriately participates in agency-wide multidisciplinary performance improvement work groups. • Sets performance standards and assesses achievement of performance goals. • Participates in policy and procedure determination. |
| 30% | R | E | <p><u>Clinical Services and Quality Improvement Direction</u></p> <ul style="list-style-type: none"> • The CMO directs and/or advises on clinical services and quality improvement efforts through support of various committees, initiatives and programs focused on advancing the coordinated care model and high quality, evidence-based clinical services. • Serves in a consultative role on key system delivery reform elements, including but not limited to the coordinated care model, payment reform, practice and coverage standards, benefit policy development implementation and/or evaluation, including Medicaid, PEBB, OEBB, and the marketplace as needed. • Serves as a resource to Oregon Health Plan clinical operations in partnership with the Medicaid Medical Leadership Team. Ensures alignment and coordination necessary for OHP operations related to FFS medical necessity review, utilization management, precertification requirements, care coordination, case management, disease management programs, and needed assistance to CCOs for their requirements in this area. • Analyzes clinical trends in partnership with Office of Analytics & Metrics and through the Quality Council: identifies critical trends in quality and compliance; identify integrated approaches and strategies to improve outcomes in identified areas; establish a mechanism to foster collaboration among the various units within OHA to align quality programs and to coordinate efforts among the various units • The CMO leads, guides, or participates on key councils, committees and initiatives to inform and ensure alignment in goals pertaining to clinical care, coverage, quality and population health improvement. These include but are not limited to: <ul style="list-style-type: none"> ○ OHA’s Quality Council which provides a structure for the clinical, behavioral, and population health leadership of OHA to review trends in quality and system performance. The council informs coordinated quality improvement efforts for the agency and dissemination throughout the healthcare delivery system of the state. ○ The Health Evidence Review Commission which manages the Oregon Health Plan’s Prioritized List of Health Services, works with stakeholders on state-wide clinical guidelines and evidence-based |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|--|
| | | | <p>coverage guidance, as well as analyzes and disseminates information on the effectiveness and costs of medical technologies.</p> <ul style="list-style-type: none"> ○ The Pharmacy & Therapeutics Committee, which manages Oregon’s fee-for-service preferred drug list, as well as other pharmacy quality of care and access initiatives. ○ The Quality Health Oversight Committee, a committee of Coordinated Care Organization’s medical, dental and behavioral health directors. ○ Transformation Center learning collaboratives and technical assistance that address innovative delivery system practices, responds to areas of needed improvement, and supports emerging health policies and practices such as health and mental health integration, value-based payment methodologies, and approaches to address the social determinates of health. ○ The patient-centered primary care home (PCPCH) program, including advisement on PCPCH policies, standards development or revisions. |
| 20% | R | E | <p><u>Internal and External Communication</u></p> <ul style="list-style-type: none"> • Represents OHA in legislative and media communications and delivers presentations regarding clinical program and policy areas. • Responds to emerging policy changes and produce comprehensive and accurate reports, presentations or talking points with quick deadlines. • Accurately assesses and promptly responds to member and partner needs; provide necessary or requested service within acceptable time frames; seek feedback and expression of satisfaction with work product. • Clinical meetings are held as needed to identify important patient related issues. • Communicates medical service recommendations and changes to OHA Executives. • Represents OHA by participating in and coordinating local, state or national committees and task forces related to healthcare services for Oregonians. • Coordinates with other state agencies, governmental branches, and the Governor’s Office. |
| 20% | R | E | <p><u>Address Health System Risks and Emergencies</u></p> <ul style="list-style-type: none"> • Establishes and maintains effective working relationships with Oregon health care providers, public health professionals, professional organizations, medical boards and community partners. • Supports emergency preparedness and response in coordination with the Public Health Division including the Health Security, Preparedness and Response (HSPR) program. |

| % of Time | N/R/NC | E/NE | DUTIES |
|--------------|--------|------|---|
| | | | <ul style="list-style-type: none"> • Problem solves and coordinates with clinical leadership across Oregon regarding high priority issues and emergencies as they arise, such as but not limited to hospital evacuations, staffing emergencies, medical transport challenges, limited access to services, and beyond. • Provides executive OHA leadership for the Oregon Regional Resource Hospital Committee and Oregon Medical Coordination Center to address health system risks and emergencies as they arise. • Serves as the lead for updating and maintaining Oregon’s crisis care guidance informed through transparent, public processes that consider the diverse perspectives and experiences of people throughout the state, especially those who have experienced the greatest health inequities. Support related community engagement and simulation efforts pertaining to crisis care in coordination with HSPR. |
| At all times | R | E | <p><u>Leadership</u></p> <p>Provides direction in a changing environment; articulates vision. Uses interpersonal skills to influence individuals and/or group values towards desired behaviors or results.</p> <p>Leads by example; serves as appropriate role model.</p> <p>Remains visible and approachable.</p> <p>Demonstrates high ethical standards; maintains confidentiality, can be relied on for integrity, truthfulness.</p> <p>Works collaboratively with executives, staff and stakeholders to identify solutions.</p> |
| At all times | R | E | <p><u>Advance Health Equity</u></p> <ul style="list-style-type: none"> • Create and maintain an inclusive and respectful work environment where talents, abilities and experiences of others are valued, and equity goals are supported. • Demonstrate recognition of the value of individual and cultural differences. Consistently treat Tribes, community members, partners, coworkers, contractors, vendors and consumers with dignity and respect. • Consistently follow OHA’s Tribal Consultation and Urban Indian Program Confer policy; respect the government to government relationship between OHA and Oregon’s nine federally recognized Tribes. • Demonstrate commitment to ongoing learning and leadership on topics of anti-racism, elimination of health inequities, trauma-informed and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments. • Work with OHA health equity subject matters, including but not limited to OHA’s Equity and Inclusion Division, Tribal Affairs Division, and the Community Partner |

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| | | | Outreach Program, to address barriers and advance key opportunities to achieving OHA's goal of health equity. Examples include: community engagement best practices; language access and accessibility expectations; best practices in the development, recruitment and ongoing support of an advisory committee or task force; recognizing and addressing white supremacy culture characteristics; Race, Ethnicity, Language and Disability (REALD) and Sexual Orientation and Gender Identity (SOGI) data collection; and the redistribution of resources to community. |

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions. Must be available to staff and external partners during normal business hours and as a key OHA leadership team member, is expected to be available for emergent and high priority issues outside of the normal business work day. Subject to fluctuating workloads and priorities with highly complex, sensitive and/or political issues. Primary office sites are in Salem and Portland. Local in-state travel is required and occasional national travel. Incumbent must have a valid driver's license or alternative transportation.

SECTION 5. GUIDELINES

- **List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**
 - Oregon Revised Statutes
 - Oregon Administrative Rules
 - Department of Administrative Services policies and procedures
 - Oregon Health Authority rules and policies
 - Code of Federal Regulations, federal laws and regulations
 - Center for Medicare and Medicaid Management Regulations
 - And all other appropriate professional guidelines.

b. How are these guidelines used? These laws, policies, regulations and guidelines are used to govern operations, improve health care services, and are used to satisfy the Oregon Health Authority's triple aim; better care, better health, lower costs.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who Contacted | How | Purpose | How Often? |
|---------------|-----|---------|------------|
|---------------|-----|---------|------------|

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| Director | Phone/In person/Written/Email/Text | Policy/Advisory/supervisory/Informational | Daily/Weekly |
|--|------------------------------------|---|--------------|
| OHA Executive, Division Directors & Administrators | Phone/In person/Written/Email/Text | Information sharing, updates | As Needed |
| Who Contacted | How | Purpose | How Often? |
| OHA Clinicians | Phone/In person/Written/Email/Text | Clinical issues, best practices, recommended improvements | As Needed |
| Private Clinicians | Phone/In person/Written/Email/Text | Clinical issues, best practices, recommended improvements | As Needed |
| State & National Healthcare Organizations | Phone/In person/Written/Email/Text | Clinical issues, best practices, recommended improvements | As Needed |
| Other State Agencies, Regulatory Agencies | Phone/In person/Written/Email/Text | Clinical | As Needed |

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The incumbent of this position serves as a member of the Oregon Health Authority leadership team, the group that ensures policies and operations are performing effectively across the Oregon Health Authority. As such, the incumbent has a lead role in directing clinical practices to align with the agency's mission, vision, values and strategic goal, and establishing program priorities and resource utilization to accomplish the mission and vision. Additionally, the incumbent has a lead role in the decision-making processes related to the Clinical Services Improvement areas identified in this position description. Decisions include applying laws, rules, regulations, and standards to better health care services for Oregonians.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|---|-----------------|--|---------------------------|--|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter"</i> | | | | |
| Director | | Meeting, information sharing, direction, updates | Weekly, monthly, annually | Issues, updates, direction, performance feedback |

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

- **All positions in OHA require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.**
- Licensure to practice medicine by the Oregon Board of Medical Examiners.
 - May be eligible for board certification differential.
- Desired attributes:
 - Possess an understanding of, and commitment to, public health programs, Medicaid programs, and behavioral health prevention treatments, supports and recovery throughout person's lifespan.
 - Have a passion for best practice and innovation, especially as it relates to large systems and eliminating barriers related to racism and systemic oppression the continue health inequities.
 - Have a commitment to excellent customer service.
 - Be committed to equitable service delivery that focuses on achieving results for all populations, with a special focus on communities of color and Tribal communities.
 - Familiarity with Oregon's health transformation efforts
 - Up-to-date knowledge of Oregon health policy
 - Experience managing limited, expensive clinical resources
 - Experience coordinating clinical quality improvement initiatives

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|-------------------------------|---|
| | Legislatively Approved Budget | Personnel Services. Supplies & Services |

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
| | | |
| | | |

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

| | | | |
|--------------------------------|-------|----------------------|-------|
| _____ | _____ | _____ | _____ |
| Employee Signature | Date | Supervisor Signature | Date |
| _____ | _____ | | |
| Appointing Authority Signature | Date | | |