

# 2011 EXECUTIVE COMPENSATION SURVEY FOR HOSPITALS AND SYSTEMS

## Job Descriptions

### **0001 - Chief Executive Officer (Single Hospital/System or Multi-Hospital System Headquarters):**

(Common titles include President, Administrator, Executive Director) Responsible for planning, directing, coordinating and controlling the overall operations of the organization and subsidiaries. Directs short and long-range functions including development of goals, objectives and strategic plans. Reports to a Board of Directors/Trustees.

### **0020 - Chief Executive Officer (Hospital Within Multi-Hospital System):**

(Common title includes President) Top management position in a System owned or operated hospital. Works with System management to develop short and long-range objectives, policies and procedures. May report to senior management or hospital Board of Directors.

### **0030 - Chief Operating Officer:**

(Common titles include Executive Vice President, Sr. Vice President, Sr. Vice President - Operations) Primarily responsible for the day-to-day operations of the entire organization and may have direct responsibility for one or more departments. Assists in planning and directing the overall operation of the organization. Participates in short and long-range planning functions. May also be engaged in functional operation of certain aspects of the organization such as acquisitions, financial forecasting, etc. In absence of the CEO, is responsible for hospital administration.

### **0100 - Chief Financial Executive:**

(Common titles include Chief Financial Officer, Sr. Vice President - Finance, Vice President - Fiscal Affairs) Directs financial planning, fiscal policies, administration of accounting practices, and supervision of activities involving treasury, budgeting, tax, purchasing, real estate, payroll, insurance activities and audits. Ensures all financial reporting systems are developed and maintained.

### **0130 - Controller:**

Responsible for the development, implementation, and maintenance of the organization's accounting principles, practices, and procedures for the maintenance of its fiscal records. Prepares timely and accurate financial statements/reports to determine the organization's costs, budgets, trends, and cash flow. Ensures compliance with generally accepted accounting principles. Reports to the Chief Financial Officer.

### **0200 - Top Strategic Planning, Marketing, and Business Development Executive:**

(Common titles include Vice President - Planning & Marketing, Vice President - Business Development, Sr. Vice President - Marketing Development & Growth) Formulates organization's strategic long-range plans. Interacts with and represents the organization before various planning agencies. Develops and implements marketing plans to meet the long-range strategy and generate additional business revenue including growth and structure through merger, acquisition and affiliation with other profit and/or non-profit health care organizations. Reviews feasibility studies and market research to determine if changes need to be made to the strategy and/or marketing services in response to market analysis.

### **0300 - Top Medical Affairs Executive (Physician only):**

(Common titles include Medical Director, Vice President - Medical Affairs, Senior Vice President - Medical Affairs) Plans, directs, and coordinates all physicians. Participates in establishing and implementing standards of medical service, and advises Chief Operating Officer on medical and administrative questions and policies as they relate to medical practices. Plans for and participates in intern and resident physician education and oversees matters related to physician relations. Responsible for review and measurement of patient care effectiveness, physician recruiting and coordination of medical staff affairs such as peer review. May serve as a consultant in unusual and difficult medical cases.

### **0400 - Top Professional Services Executive:**

(Common titles include Vice President - Professional Services, Vice President - Operations, Vice President - Ancillary Services, Vice President, Clinical Services) Responsible for overseeing two or more patient care services (excluding nursing): such as Laboratory, Pharmacy, Physical/Respiratory/ Occupational Therapy, Radiology, Social Services and Dietary Services. Monitors performance, employee relations, training and budgets of services areas, participates in formulation of clinical objectives, services, policies and procedures.

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## Job Descriptions (continued)

### **0500 - Top Support Services Executive:**

(Common title includes Vice President - Support Services) Has overall responsibility for a variety of non-patient care functions such as: Housekeeping, Laundry, Food Services, Purchasing, Security and Materials Management. Monitors performance, employee relations, training and budgets of all support service areas. Develops, implements, and administers all policies and procedures relating to these areas.

### **0600 - Top Nursing Services Executive:**

(Common titles include Vice President - Nursing Services, Chief Nursing Officer, Vice President - Nursing, Vice President - Patient Care Services) Directs and coordinates nursing and patient care services functions of the organization. Represents nursing services in corporate planning, evaluates and implements nursing policies, monitors overall performance of nursing units, plans and directs orientation and patient care training programs, and provides supervision of nursing directors, managers, and supervisors.

### **0700 - Legal Counsel:**

(Common titles include Vice President & Legal, General Counsel, Sr. Vice President - Legal Services) Plans and directs the legal activities of the organization. Responsible for the development and coordination of the organization's legal function. Provides legal advice to management, reviews contracts, ensures compliance with federal, state, and local laws/regulations. May represent the organization to the courts and government agencies regarding complex legal issues or may manage the services of outside counsel.

### **0800 - Top Fund Development Executive:**

(Common titles include Vice President - Development, Vice President - Development and Community Affairs, Executive Director - Foundation) Develops and directs the fund-raising efforts of the organization. Reviews and researches resources available through foundations, trust and grant programs. Identifies potential sources of funds and controls on-going solicitation efforts.

### **0900 - Top Human Resources Executive:**

(Common titles include Vice President - Human Resources, Vice President - Resource Management) Responsible for the overall human resources functions of the organization including: employment, employee/management relations, compensation and benefits administration, training and development, human resources planning, and compliance with federal and local laws and regulations. Directs the development and consistent implementation of human resources policies and practices throughout the organization. May also be responsible for the Employee Health and Volunteer Programs.

### **1000 - Top Information Systems Executive:**

(Common titles include Director - Management Information Systems, Director - Information Systems, Director - Information Services, Chief Information Officer) Directs the long-term planning and production activities of the Information Systems area including all phases of systems design, programming, installation, and daily operations. Reviews and evaluates project feasibility studies based on management requirements and priorities. Implements the installation and operation of systems and equipment.

### **1400 - Top Quality And Risk Management Executive:**

(Common titles include Vice President - Quality and Risk Management, Vice President - Quality Improvement, Vice President - Quality Management) Develops, implements, and administers quality standards for the organization within financial and service parameters. Develops and coordinates risk management programs. Audits hospital programs, budgets and policies to ensure that patient and physician needs are effectively addressed. May ensure patient and/or employee complaints/suggestions are investigated.

### **1600 - Top Public Relations Executive:**

(Common titles include Director - Public Relations, Director - Community Relations) Directs the public and community relations functions. Undertakes or implements activities to promote a positive posture, public understanding and goodwill. Serves as the major media liaison between the organization and the public to ensure effective and accurate communications. Plans and directs internal and external programs designed to promote the organization's mission.

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### **Job Descriptions (continued)**

#### **1700 - Top Physical Facilities Executive:**

(Common titles include Director - Plant Operations, Director - Facilities Management) Directs the management, maintenance, and expansion of all properties and facilities of the organization. Directs and reviews all renovation and new construction plans; has primary interface with external architects and contractors; reviews purchase of all major plant equipment; ensures the safety of all employees and visitors on the premises. Monitors performance, employee relations, training, and budgets of areas such as: buildings and grounds maintenance, security and construction.