[Insert Your Organization Name or Logo Here]

Model CEO Job Description

[Provide an overview of your organization here.]

**CEO Responsibilities**

The CEO of [organization name] is responsible for the day-to-day operations of [organization name] and reports directly to the board of directors. CEO responsibilities include:

[Insert a sentence or brief paragraph that describes the CEO’s responsibilities in the following key performance areas. Add or delete areas of responsibility as applicable or as desired. *Examples are included*]

* **Leadership.** [*Provides visionary leadership that inspires the highest levels of performance in the delivery of health care and business and operational administration*]
* **Medical staff relations.** [*Maintains effective and collaborative relationships with the medical staff that inspire loyalty, ensures the ability to meet the health needs of the community and advances quality, patient safety and patient satisfaction*]
* **Operational management.** [*Maintains an organized system of management and controls that ensure smooth function of hospital/health system operations, timely accomplishment of goals, and physical, financial and human resource viability and success*]
* **Quality of care services.** [*Ensures best practice, evidence-based approaches to consistently deliver exceptional, well-coordinated and integrated care that delivers high level outcomes and patient satisfaction*]
* **Strategic planning.** [*Develops, implements and executes operational plans that ensure timely strategic goal achievement*]
  + **Partnerships and negotiations.** [*Develops strategic partnerships and ensures skillful negotiations that help to position the organization for success*]
* **Financial performance.** [*Utilizes financial and analytical skills to lead, monitor and take actions that ensure the hospital/health system’s financial stability and long term success*]
* **Community relations.** [*Fosters strong community relations and develops collaborative partnerships that advance the interests of the organization and contribute to the health and well-being of the community/communities served*]
* **Board relations.** [*Manages the functions of the hospital/health system in accordance with the direction set by the board of directors/trustees. Informs and advises the board of directors/trustees on matters that influence and impact hospital/health system performance*]
* **Human resources.** [*Provides leadership that aligns and challenges the workforce, inspires loyalty and promotes fulfillment of the hospital/health system’s mission, vision and values*]
* **Regulatory compliance.** [*Ensures legal, regulatory and accrediting compliance and represents the hospital/health system in relationships with local, state and federal governing agencies*]

**Qualifications**

[Insert information regarding the qualifications the hospital/health system is seeking in CEO candidates. Add or delete listed qualifications as preferred. *Examples are included*]

Qualified candidates must have:

* A minimum of *[insert numerical range, e.g. two to three]* years of executive health care leadership experience
* A minimum of *[insert numerical range, e.g. five to ten, ten to fifteen]* years of progressive experience in the health care field
* Bachelor’s degree in business or health care administration or related field
* Master’s degree in hospital administration (MHA), business administration (MBA) or other related field *[required or preferred]*
* Other *[example: Fellow of American College of Healthcare Executives (FACHE) certification]*

**Applications and resumes must be submitted by [date] to [online URL, email address, or Human Resources Department, Address]. Questions may be directed to [Human Resources Department, Organization Name, Telephone Number, email address].**