

## **GUTHRIE MEDICAL GROUP**

### **POSITION DESCRIPTION**

**JOB TITLE:** Administrative Fellow

**DEPARTMENT:** GMG Administration

**REPORTS TO:** Senior Vice President GMG

#### **MAIN FUNCTION**

Participate in the decision-making process of GMG. Operational responsibility for assigned departments. Program is tailored by the Administrative Fellow to enhance individual career goals and objectives.

#### **EDUCATION AND EXPERIENCE**

Masters degree in health care administration, business administration or related discipline from an accredited graduate program required.

#### **ESSENTIAL FUNCTIONS**

1. Regular attendance and active participation at GMG operations and department head meetings.
2. Participate in assigned special projects as directed by supervisor.
3. Operational responsibility for assigned departments or operations within GMG or The Guthrie Clinic.
4. Active participant in clinic senior management team with a focus on performance improvement, patient satisfaction, financial performance, medical staff relationships, program development, employee relations and satisfaction, and compliance with accrediting and other organizations.

#### **OTHER DUTIES**

Other duties may be assigned as necessary in the performance of this position.

#### **ADDITIONAL INFORMATION**

The ability to maintain confidentiality is essential, since the individual in this position works with confidential/sensitive materials on a daily basis, including patient information, medical records, employee information, etc.

Diplomacy, tact, and professionalism are also of the utmost importance, since the individual in this position deals with personnel on all levels, both inside and outside The Guthrie Clinic.

### **EQUIPMENT USED**

General office equipment: personal computer, file cabinets, copy machine, telephone, fax machine.

### **CONTACTS**

**Internal:** Daily contact with The Guthrie Clinic personnel at all levels.

**External:** Frequent contact with representatives from other healthcare organizations, board members, visitors, patients and their families, and guests.

### **PHYSICAL AND MENTAL DEMANDS**

Walking, standing, sitting, bending. Occasional lifting of lightweight objects. Good physical and mental health are necessary to allow sustained attention to many details over an extended period of time.

### **WORKING CONDITIONS**

Normal working conditions. Environmentally controlled indoor office setting.

### **RISK CLASSIFICATION**

- A. **Exposure Category II** – Tasks that involve no exposure to blood, body fluid, or tissues and Category I tasks are not a condition of employment.
- B. **Job Hazards** – Little or no exposure (actual or potential) to health or accident hazards.