

## **Sample Job Description Corporate Compliance Officer**

### **Job Summary**

The Corporate Compliance Officer oversees the Corporate Compliance Program functioning as an independent and objective body that reviews, promotes and evaluates compliance issues/concerns within ABC Hospital. The position ensures the Board of Directors, management and employees that ABC Hospital achieves consistently high levels of compliance with all laws and regulations while supporting the growth of the ABC Hospital. Also, the position ensures that ABC Hospital's policies and procedures are being followed and that behavior in the organization meets ABC Hospital's Code of Conduct.

The Corporate Compliance Office exists 1) as a channel of communication to receive and direct compliance issues to appropriate ABC Hospital resources for investigation and resolution, and 2) as a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted.

### **Primary Job Duties**

1. Acts in the role of Executive Director of ABC Hospital's Compliance Executive Committee in reporting results of the compliance/ethics efforts of ABC Hospital; and in providing oversight and guidance for the Board of Directors, President, Chief Operating Officer, Legal Counsel, and senior management on matters relating to compliance.
2. Develops, initiates, maintains, and revises policies, procedures and practices for the general operation of ABC Hospital and its related activities to prevent illegal, unethical, or improper hospital conduct.
3. Monitors the day-to-day compliance activities of ABC Hospital.
4. Develops and periodically reviews and updates the ABC Hospital Code of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.
5. Collaborates with other ABC Hospital departments to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the ABC Hospital attorney as needed to resolve difficult legal compliance issues.
6. Responds to alleged violations of rules, regulations, policies, procedures, and ABC Hospital codes of conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
7. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within ABC Hospital are being appropriately evaluated, investigated and resolved.
8. Monitors and as necessary coordinates compliance activities of other ABC Hospital departments to remain abreast of the status of all compliance activities and to identify trends.
9. Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for the resolution of problematic issues, and provides general guidance to ABC Hospital on how to avoid or deal with similar situations in the future.
10. Ensures proper hospital reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.

11. Establishes and provides direction and management of ABC Hospital compliance hotline. Monitors a log/tracking systems for all Confidential Disclosures through the hotline.
12. Institutes and maintains an effective compliance communication program for the organization, including promoting (a) use of the compliance hotline, (b) heightened awareness of ABC Hospital codes of conduct, and (c) understanding of new and existing compliance issues and related policies and procedures.
13. Works with ABC Hospital Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.
14. Monitors the performance of the Compliance Program and related activities on a continuing basis, taking appropriate steps to improve it effectiveness.
15. Supervises the Compliance Department to insure department goals are met.
16. Prepares quarterly reports to the Board of Directors and the CEO detailing compliance initiatives throughout the year as well as recommends improvements/changes in the overall compliance program.
17. Performs such other appropriate functions as may be assigned from time to time by the (a) Audit and Compliance Committee of the Board of Directors, (b) Executive Compliance Committee, and (c) executive leadership of the hospital.

### **Education/Training**

Bachelors degree required. Masters degree preferred.

### **Experience**

A minimum of five years experience in a health care organization. Specific experience with regulatory issues is desirable.

### **Skills**

Maintains a high degree of credibility, independence, integrity, confidentiality and trust. Strong communication and leadership skills are essential.

Demonstrates sound business judgment and is supportive of the hospital mission and objectives. Commands respect of the senior management team, board level committees and other members of the compliance team.

Strives to develop partnerships, teamwork and good working relationships. Maintains an open management style.

Understands the complexities of a large organization. Involves others appropriately in consultations and decisions.

Understands the legal regulatory framework of the entity.

Exhibits analytical skills and an understanding of operational processes and technology concepts.

Maintains strong writing skills required to write and edit policies and procedures, issue memorandums and compile program reports.

Exhibits good presentation skills with large and small audiences.

Able to operate successfully in a constantly changing, fast-paced environment. Demonstrated initiative, self-motivation, practical learning skills, enthusiasm, and an ability to complete multiple tasks in a timely and accurate manner.

**Position Reports to**

Chief Executive Officer, ABC Hospital  
Board of Directors of ABC Hospital