

## VP & Chief Compliance Officer

*Washington, D.C.*

### **Summary**

This important and interesting position oversees enterprise level Compliance and Business Ethics for Children's National Hospital, a US News Top 10 Pediatric Hospital, with a health plan and a top academic pediatric research institute. The position reports to the EVP, General Counsel as well as the CEO and the Board of Directors. We're looking for a candidate with deep knowledge in healthcare compliance and ideally, specialized compliance experience in the areas of academic research and managed care organizations. As an executive level position with significant Board of Director interaction and a staff of around 10 people, the ideal candidate would be a seasoned manager with a crisp and effective communication style, well-regarded relationship building skills, good judgement and of course high ethical standards.

The Vice President of Corporate Compliance is responsible for developing and implementing policies, procedures and practices designed to ensure ethical conduct and compliance with regulatory and enterprise requirements. The position serves as the Chief Compliance Officer and Privacy Officer for Children's National Hospital ("CNH"), including all subsidiaries. The VP, Compliance will report to the EVP, Chief Legal Officer and will have direct and regular access to the Chief Executive Officer and the Chair of the Governing Board's Legal Affairs and Audit Committee. The position will meet with the CEO on a regular basis and at least 4 times a year.

### **Functionable Accountabilities**

#### **Compliance Policy & Program Oversight**

1. Develop and implement policies, procedures and practices designed to ensure ethical conduct and compliance with regulatory and enterprise requirements.
2. Implement and maintain an effective Compliance and Ethics Program for the enterprise, including promoting a) heightened awareness of standards of conduct, b) use of compliance resources and c) understanding of new and existing compliance issues and related policies and procedures.
3. Develop and recommend an Annual Compliance Work Plan and report conclusions and recommendations to the CNH Compliance Management Committee and the Governing Board.

#### **Operational Management and Process Improvement**

1. Develop and ensure efficient processes for monitoring, documenting and analyzing all compliance related initiatives and activities.
2. Initiate, lead and support specific reviews to investigate adherence with policies, procedures and legal requirements to identify and evaluate exposures

and to correct detected concerns. Provide advice and support to senior management regarding any disciplinary action that may result.

3. Act as an independent review and evaluation body to ensure that compliance issues and concerns within the organization are being appropriately evaluated, investigated and resolved.

4. Identify potential areas of compliance vulnerability and risk, develop and implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future.

#### ***Communication, Consultation and Advisory Activities***

- Foster open lines of communication and exercise authority to apprise the Governing Board, the Chief Executive Officer and the Chief Legal Officer of any issues of concern relating to compliance activities and procedures.
- Provide effective leadership, advice and counsel to the Governing Board, the CNH Compliance Management Committee and senior management on matters of corporate compliance and ethical business practices.
- Provide guidance as needed to clinical, research and administrative personnel so that each is aware of their responsibility for ensuring compliance for their areas.
- Work with relevant stakeholders to develop an effective compliance training program, including appropriate introductory training for new employees and ongoing training for all employees and managers. Ensure that all appropriate employees and management are knowledgeable of, and comply with, pertinent federal and state standards.

#### **Human Capital, Relationship and Financial Resource Management**

1. Direct and supervise assigned personnel, including performance evaluations, scheduling, orientation and training. Make recommendations on employee hire, transfer, promotion, wage change, discipline, termination and similar actions.

2. Build the breadth and depth of the organization's human capacity through competency assessment, succession planning and career development.

3. Establish, build and sustain professional contacts with key stakeholders internally and externally.

4. Develop, implement, and monitor budgets for assigned areas. Contribute to the organizational budget planning process.

5. Participate in organizational committees and initiatives where compliance is a topic of importance.

#### **Qualifications**

##### *Minimum Education*

- Juris Doctorate (J.D.), Advanced Degree or Certification in the Law.

##### *Minimum Experience*

- 10 years - experience as a healthcare compliance officer, or similar discipline, in a large healthcare setting. (*Required*)

- Experience in an academic/research or pediatric setting and managed care is preferred.

*Required Skills & Knowledge*

- Knowledge about healthcare compliance and/or audit requirements and industry best practices. Knowledge about hospital billing, coding & documentation, security, privacy and finance oversight. Demonstrated leadership and management skills. Excellent written and verbal communication skills. Expertise in department budget and interpersonal communication.

**For more Information / To Apply:**

<https://cnhs.taleo.net/careersection/jobdetail.ftl?job=200001TK&lang=en>