



JOB DESCRIPTION

JOB CODE & TITLE:	Assistant Chief Legal Officer ("ACLO")	DEVELOPED:	
DEPT # & NAME:	852 Legal Services	REVIEWED:	
REPORTS TO: (Title)		REVISED:	1/15/24
LOCATION (Code):		FLSA:	Exempt

Our Mission is to extend the healing ministry of Christ.

We are more than healthcare. We are a family of caregivers who see what we do as a calling and treat every person, every time as if they were a loved one. We don't just heal what hurts. We ease minds and encourage spirits by providing a more personal level of care than ever before—physically, emotionally, and spiritually. Our mission is to Extend the Healing Ministry of Christ which starts with caring for others with uncommon compassion and going above and beyond to make those we serve, feel loved.

Wellness is at the core of what we do, focusing on living a better life today and always. We want everyone to *Feel Whole* and we see our work as a calling. This is how we make a difference. With our whole-person care, expertise and world-class resources we strive to provide an exceptional experience for all. With hospitals and facilities in over 9 states, our consistent approach to healthcare allows us to live our mission and ensure that our communities are living fuller, healthier lives.

GENERAL SUMMARY:

Responsible for reporting to and working with Divisional Chief Legal Officer Primary Health Division. Strong regulatory background in fraud waste and abuse statutes, including the Anti-Kickback and Stark regulations, and tax-exempt organization rules and regulations, with an ability to draft and negotiate contracts, provide advice on physician recruitment, retention, compensation practices and practice acquisitions and joint ventures and review and advise on matters and initiatives related to value-based arrangements in which AdventHealth accepts financial risk for patient care; such arrangements include commercial and innovative risk based programs under the Center for Medicare and Medicaid Innovation (CMMI) program, Medicare Advantage, accountable care organizations, clinically integrated networks, and other arrangements in which the organization is compensated on some basis other than fee-for-service. This individual shall work collaboratively with AdventHealth's Primary Health Division legal team.

PRINCIPAL DUTIES AND JOB RESPONSIBILITIES:

- Assist the Divisional Chief Legal Officer in advising chief executive officers, executive management, compliance department and medical staff on a wide variety of health care/legal issues, particularly those related to value-based arrangements in which AdventHealth accepts financial risk for patient care.
- Participate in the overall development of the legal services department, internally and externally.
- Provide the executive management team of AdventHealth with an understanding of legal parameters and motivating compliance with legal requirements in the health care regulatory field, particularly those related to value-based arrangements in which AdventHealth accepts financial risk for patient care.
- Responsible for maintaining communication with other attorneys and/or senior leadership.

- Responsible for adhering to Department File System Policy(ies), Directory Policy(ies), Service Log Policy(ies), and Department's Best Practices Policy.
- Adhere to Rules of Professional Conduct of the Florida Bar and other state bars of which he/she is a member.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of health care regulatory laws.
- Legal research skills.
- Reason logically and analytically.
- Grasp, comprehend and analyze complex legal issues and complicated factual details.
- Work effectively with others.
- Familiarity with Microsoft's office suite, email applications, and other software resources.
- Excellent writing and verbal communication skills.

EDUCATION AND EXPERIENCE REQUIRED:

- 3-5 years health law practice experience.
- Graduate of an accredited law school
- Graduate of a four-year accredited university

LICENSURE, CERTIFICATION OR REGISTRATION REQUIRED:

- Member of Florida Bar Association or Authorized House Counsel in State of Florida

LIVING OUR SERVICE STANDARDS

How we treat those we serve and each other is what sets us apart from other healthcare organizations. We want everyone who walks through our doors to feel loved, cared for, and at ease. Whether you are clinical or non-clinical, your actions and behaviors can create an environment that either builds trust or causes anxiety and fear. We have made it easy for you to ensure that you are always building trust and providing excellent care by exhibiting our Service Standards.

All team members will be held accountable for consistently living out our 16 Service Standards and the additional behaviors listed below to ensure that every person, every time has an exceptional experience.

KEEP ME SAFE

I make safety my number one priority.
 I protect privacy and confidentiality.
 I keep my environment clean.
 I follow the dress code and wear my badge correctly.

LOVE ME

I treat others with uncommon compassion.
 I nurture whole-person care through CREATION Health.
 I treat others with fairness and respect.
 I listen and communicate using iCARE. (Introduce, Connect, Anticipate, Reinforce, Extend)

MAKE IT EASY

I help guests to their destination.
 I speak highly of others to provide connected care.
 I collaborate to create solutions, not excuses.

I innovate and continually seek ways to improve our work.

OWN IT

I am positive and aim to exceed all expectations.

I follow through on commitments.

I use discretion with personal devices.

I recover service and restore trust using ACT. (Acknowledge/Apologize, Correct, Thank)

Team members must conform to all AdventHealth organizational and departmental policies and procedures including but not limited to:

- Mission
- Vision
- Values
- Code of Conduct as outlined in the “Guidelines for Employees” handbook

Establishes and maintains a history of regular attendance; makes appropriate use of PDO and observes department call-in procedures for absence; establishes and maintains punctual work habits. Exhibits timely arrival and departure and dependable time habits including meal and other breaks.

Attends and participates in mandatory facility-wide and department training/meetings as required (including but not limited to: ALN, safety training, etc.). Is able to demonstrate and apply knowledge of fire, safety, security, and disaster procedure regulations as presented in orientation, outlined in the safety manual, and as pertains to each work area.

Required to respond to emergency situations (i.e. disasters, hurricanes, etc.) by reporting to department and staying until the crisis is over or your position is covered by incoming personnel. This is a mandatory requirement. Refusal to respond may result in termination.

Contributes to the successful achievement of department-stated goals and objectives and will facilitate staff cohesiveness and communication.

REQUIRED COMPETENCIES

- **Builds and Shares Knowledge**
Develops and shares subject matter expertise/reusable assets that can be readily applied to new tasks.
- **Critical Thinking**
Methodically analyzes and evaluates business problems by defining the challenges, identifying alternatives, and making timely decisions.
- **Develops Self**
Understands own strengths and development needs, learns from experience, and owns personal development.
- **Communication**
Conveys information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listens actively to others.
- **Earning Trust**
Gains others' confidence by acting with integrity and following through on commitments while disclosing own positions; treating others and their ideas with respect and supporting them in the face of challenges.
- **Initiating Action**
Takes prompt action to accomplish work goals; takes action to achieve results beyond what is required; is proactive.
- **Managing Relationships**
Meets the personal needs of individuals to build trust, encourage two-way communication, and strengthen relationships.
- **Managing Work**
Effectively manages one's time and resources to ensure that work is completed efficiently.

- **Technical/ Professional Knowledge**

Has achieved a satisfactory level of technical, functional, and/or professional skill or knowledge in position-related areas; keeps up with current developments and trends in areas of expertise; leveraging expert knowledge to accomplish results.

- **Work Standards**

Sets high standards of performance for self and others; assumes responsibility and accountability for successfully completing assignments or tasks; self-imposes standards of excellence rather than having standards imposed.

This position description reflects the general duties and responsibilities necessary to describe the principal functions of the job, as identified, and shall not be considered an exhaustive list of job responsibilities which may be inherent in the job. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The responsibilities listed may be subject to change at any time and individuals may be asked to perform duties outside of their regular responsibilities to support the ongoing operations of AdventHealth and its facilities.

I have read and understand this job description.

Employee Signature

Date

Job Specifications: (Physical and Mental Job Requirements)

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External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis. If the requirement is not marked, then the standard is generally considered not applicable.

Requirement	Occasionally	Frequently	Continually	Requirement	Occasionally (i.e., Monthly)	Frequently (i.e., Weekly)	Continually (i.e., Daily)
General Requirements (has the ability to...)				Required Lifting (ability to lift...)			
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 to 24 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25 to 34 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35 to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51 to 75 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76 to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing/Pulling (ability to push and pull...)			
Maintain Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 to 24 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				25 to 34 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Requirements (has ability for...)				35 to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Far Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51 to 75 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	76 to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Seeing Fine Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand Manipulation (ability with...)			
Hearing Norm Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Simple Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Overhead Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Firm Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Use of Keyboards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mental & Emotional Requirements (ability to...)	YES	NO					
Cope with High Level of Stress	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Environmental Exposure (may be exposed to...)	YES	NO	
Make Decisions under High Pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Infectious Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cope with Others' Anger/Fear/Hostility Calmly	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Chemical Agents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Manage Altercations	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Dust, Fumes, Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Concentrate	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Extremes in Temperature or Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Handle a High Degree of Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Hazardous or Moving Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Handle Multiple Priorities in Stressful Situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Unprotected Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Work Alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Loud Noises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Demonstrate High Degree of Patience	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Enters Patients' Rooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Adapt to Shift Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Has Direct Patient Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Work in Areas That Are Close and Crowded	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Others (note below)	YES	NO		Others (note below)	YES	NO	
Accepts flexible schedule to meet unit/dept needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Position Requires TB Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Takes call duty	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Position Requires Mask Fit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drives a Facility Name vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Must provide a 4-week resignation notice	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

