Vice President Oncology

Thomas Jefferson University

Philadelphia, PA

**Primary Function:**

Serves as the head of business operations for the Kimmel Cancer Center, Departments of Cancer Biology, Medical Oncology, and Radiation Oncology and serves as the administrative leader of the Cancer Service Line. Responsibilities include human resource administration, fiscal and budgetary management, program development, operational oversight of Thomas Jefferson University, Thomas Jefferson University Hospital and Jefferson University Physicians oncology related departments and programs, facility and resource management, coordination of patient care programs, contract/grant efforts, and undergraduate and graduate educational programs. In conjunction with the Physician Leader, provides strategic direction to the Cancer Service Line.

**Scope of Responsibilities:**

Approximately 750 employees (faculty and staff) and revenue of $320 million.

**Education and Experience Requirements:**

Master’s Degree in Business, Health Administration or Nursing is required

Minimum 8-10 years of progressive management responsibility in the areas of academic, practice, research administration, program development and hospital operations. Demonstrated ability to exercise independent judgment and decision making with strong communication and inter-personal skills. Experience in an NCI designated Cancer Center is preferred.

- Knowledgeable of the principles and practices of an academic health care environment, incorporating budget preparation, forecasting and grant and contract management.
- Clinical practice management expertise with proficiency in physician billing, program development, human resources and facilities management.
- Organizational, planning and administrative skills.
- Ability to make administrative/procedural decisions and to ensure compliance of established protocols.
- Strong analytical and communication skills with an ability to function in a dynamic organizational structure.
**Key Duties:**

- Manages controls, coordinates and supervises the financial and operational affairs of the departments within the Kimmel Cancer Center and the Cancer Service Line. Assist the Director and Administrators in the preparation and implementation of the annual operating and capital budgets.
- Maintains financial and operational oversight for the professional and technical components of the Department of Radiation Oncology and the Department of Oncology.
- Formulates, implements and monitors operational and capital budgets within administrative guidelines for the Hospital and the University.
- Administers support systems and personnel for teaching, patient care, and research programs.
- Serves as advisor to the Director, Department Heads, Chairs and Administrators within the Cancer Programs.
- Serves as Administrative Leader of TJUH Cancer Service Line and manages TJUH Departments: Jefferson Kimmel Cancer Center Network (24 hospitals), Bone Marrow Transplant Program and Bone Marrow Transplant Lab, Breast Care Center, Jefferson Infusion Center, Tumor Registry.
- Participates in strategic, short-range, and long-range planning for educational, patient care, research and revenue for the department, including Service Line strategic planning.
- Manages all details of physician practice acquisitions.
- Recommends, develops, and implements internal policies and procedures for teaching, patient services and research.
- Manages facilities, resources, and space allocations.
- Directs the purchasing and service/supply contracting functions.
- Assists faculty in negotiating intellectual property and licensing agreements through the University Technology Transfer Office.
- Maintains current knowledge of all institutional and federal regulatory policies. Ensure compliance in both clinical and grant operations.
- Recruits and mentors key personnel.
- Promotes synergistic relationships between the Cancer Programs and the JMC/JUP Clinical Chairs and faculty for program development and quality outcomes.
- Promotes the growth of philanthropy for Cancer Programs.
- Serves as liaison for the department to the Administration within the Kimmel Cancer Center, Medical School, University and Hospital.

**Personal Attributes:**

- Strong leadership skills to manage staff in multiple locations, with different organizational histories and hierarchies.
- Established ability to form collaborative relationship in a complex and fast paced environment where there frequently are conflicting motivations.
- Seasoned self-starter with an internal sense of direction and the ability to follow projects through to completion.
- Capable of managing conflicting priorities and adapting to changing demands; a multi-tasker.
- Strategic planning experience with a proven track record of execution.
- Ability to motivate and inspire others to action; command authority and build consensus.
- Entrepreneurial, has success in the growth and development of cancer programs.
Positions Supervised or Managed:
Administrator, Radiation Oncology
Administrator, Medical Oncology/Oncology Infusion Program
Director, Oncology Support Services and Bone Marrow Transplant
Administrator, Breast Center
Administrator, Cancer Programs/Network and Oncology Data Services
Business Manager, Cancer Biology and Kimmel Cancer Center

Please apply online at http://www.jefferson.edu/human_resources/employment.html to Job ID 120930.