



West Virginia School of Osteopathic Medicine
R O B E R T C . B Y R D C L I N I C
400 N. Jefferson Street, Lewisburg, West Virginia 24901 (304) 645-3220

The Robert C. Byrd Clinic

The Robert C. Byrd Clinic is affiliated with the West Virginia School of Osteopathic Medicine (WVSOM). The Robert C. Byrd Clinic (RCBC) is a 501(c)3 not-for-profit organization that has an independent Board of Directors. In addition to providing services to area patients, RCBC supports the mission of WVSOM, through the educational opportunities provided for Osteopathic Medical Students at the clinic. The affiliation with WVSOM, creates a core of providers who are interested in creating a cutting edge facility, focused on exemplary customer service.

Many of the providers at RCBC also provide academic and administrative service with WVSOM and have various amounts of time dedicated to clinic duties, which results in a provider base roughly equivalent to 18 FTE's. Our clinicians focus on Family Practice, Internal Medicine, Geriatrics, Osteopathic Manipulative Medicine, and Pediatrics, for patients seen at RCBC, Greenbrier Valley Medical Center and selected area extended care facilities. Selected specialists are currently being recruited and will likely join soon. Services include diagnostics which would likely be anticipated in a clinic of this size such as Lab, PFT's, X-ray, and Dexascan.

Executive Director Position

The Executive Director has responsibility and oversight for all of the RCBC activities through the implementation of the RCBC strategic agenda; leading and managing the organization, staff, subcontractors and grants; fiscal management and control; shaping and guiding the work of the RCBC Board; working collaboratively with multiple stakeholders; and seeking independent sources of funding to maintain budget. The Executive Director reports directly to the Chair of the Board of Director of Robert C. Byrd Clinic.

The RCBC Executive Director will be a leader capable of producing sound financial results on existing business and supporting continued growth, and will be instrumental in developing plans to achieve strategic initiatives regarding quality, clinical growth, optimization of business operations and group practice development.

The responsibilities of the Executive Director include working with the Board of Directors on strategic planning; succession planning; financial planning; facilitating growth; assist physicians, allied health practitioners, and medical staff leadership to maintain compliance with regulatory agencies through credentialing and re-credentialing activities; monitors and oversees compliance of policies, governmental regulations, credentialing requirements by the medical



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staff; assists the Medical Director in fulfilling their responsibilities for the organized medical staff.

Critical qualifications:

Visionary leader

Strategic business planner

Excellent manager

Experience in budget preparation and control

Experience with clinic or hospital organization, policies and procedures, medical staff bylaws, and Joint Commission standards relating to medical staff and quality assurance.

Situational awareness and political astuteness

Spokesperson/public face of the organization

Experience working with and guiding the activities of a Board of Directors.

Strong interpersonal communication and collaboration skills.

Educational qualifications for the position: Bachelor's degree in a related field. An advanced degree in health care administration, business or financial operations is desirable. Successful candidate must have a minimum of five (5) years experience in the health care administration field with supervisory experience. Experience with different types of clinics including Academic, Federal Qualified Health Centers, and Community Based Health Centers is desirable. Salary is commensurate with education and experience.

Application: Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone numbers to Leslie Bicksler, RCBC Board Member. Applicants are encouraged to send application packets via e-mail lbicksler@osteo.wvsom.edu. Applications are considered confidential, and references will not be contacted without notifying the applicant. The search committee will begin its review of applications upon receipt.

Lewisburg – with population less than 4,000 – is proof that a small town in a rural community can be a delightful place to live and work, with low crime rates, friendly people, live theater, fine dining, and exceptional outdoor activities, including near-by hiking, caving, skiing and white-water rafting. Greenbrier County has an estimated 35,000 in population.

The Robert C. Byrd Clinic is an equal opportunity employer and is committed to enhancing diversity among its staff.