

Healthcare Compliance Forms and Tools

Job Description, Vice President of Corporate Compliance

Vice President, Corporate Compliance

Reports to: CEO, board of directors

Minimum education level: Juris Doctor degree, master's degree, or other post-graduate degree in a healthcare-related field or with appropriate experience

Performance review: Annually

Roles and Responsibilities

The vice president, corporate compliance (VPCC) will provide centralized oversight of the organization's ethics and compliance efforts generally, including the administration, investigation, and enforcement of the organization's ethics and compliance plan and policies.

The VPCC will serve as a focal point for ethics and compliance program activities. Organization's ethics and compliance efforts will be centralized in the office of the VPCC. The VPCC will play a crucial role in developing, implementing, and maintaining an effective program. The VPCC will have direct access to all employees, including the governing board and executive management team.

The VPCC will:

- Provide leadership for the corporate ethics and compliance program (manage and oversee the organization's corporate ethics and compliance program);
- Work diligently to foster a culture and climate of sensitivity to ethical and compliant behavior within the organization;
- Identify the appropriate resources necessary to manage the ethics and compliance program and establish a budget to support such resources;
- With the ethics and compliance committee, develop and routinely review and revise, as necessary, a code of ethics and business conduct;
- Effectively communicate ethics and compliance standards to the organization's employees and contractors and vendors, as appropriate;
- Coordinate and monitor employee and board training regarding compliance with laws, regulations, and corporate policies;
- Coordinate and support corporate monitoring and auditing procedures of business conduct practices (corporate staff and, as appropriate, management company personnel will be involved in this process);
- Coordinate and support, with senior management, corporate monitoring and auditing procedures of clinical practices;

- Advise the board of directors, senior management, employees, and affiliates on ethics and business conduct issues as necessary and appropriate;
- Coordinate internal investigations of alleged violations of ethics and compliance standards;
- Review all internal compliance, audit reports, and investigation reports pertaining to the organization;
- When advisable, secure opinions of outside consultants and counsel about ethics and business conduct issues with the ethics and compliance committee;
- Work with legal counsel and outside consultants, when identified, in conducting more detailed investigations as necessary;
- Take prompt corrective actions in response to identified concerns or problems, as well as preventive actions where potentials for concern are identified;
- With the ethics and compliance committee, initiate immediate remedial actions as warranted by extreme circumstances or recommend remedial actions to the board of directors and senior management to correct unethical or noncompliant clinical or business conduct activities;
- Serve as a liaison to the organization's board of directors and senior management on ethics and compliance standards and business conduct issues; and
- Make periodic reports, as designated in the compliance policies and procedures, or as necessary, to the board of directors and senior management regarding ethics and compliance program activities.

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