

MedStar Health

Following is your Job Description, please confirm its accuracy.

Job Description

Job Family: _Corporate

Job Title: 105254 - Senior Counsel

Entity

- MedStar Corporate

Job Summary

- _FLSA Status: Exempt
- Responsible for providing legal support to MedStar Health, its subsidiaries/affiliates, and Corporate/Shared Services departments, including Human Resources, Medical Affairs, Nursing Affairs, Materials Management, Real Estate/Facilities, Information Technology, Performance Transformation, Marketing/Strategic Planning, and other Corporate Functions.

Qualifications

- EDUCATION: Juris Doctorate from an accredited law school.
- EXPERIENCE: 7 years experience in health law and other related areas, including 5 years in a law firm or government agency with involvement in such matters.
- LICENSE/CERT/REG: Member in good standing of a State Bar.
- SKILLS: Strong verbal and written communication skills. Excellent judgment. Leadership and people management. Basic computer skills.

Primary Duties and Responsibilities

- Acts as counsel and advisor, responsible for identifying, addressing and managing legal needs in support of MedStar Health, its subsidiaries/affiliates, and Corporate/Shared Services departments. Corporate Functions may include Human Resources, Medical Affairs, Nursing Affairs, Materials Management, Real Estate/Facilities, Information Technology, Performance Transformation, Marketing/Strategic Planning.
- Assists with corporate governance, compliance and audit matters.
- Communicates clearly and promptly, both in writing and verbally, with all levels of management and with other members of the Legal Department on legal and other business/operational issues.
- Conducts complex legal analyses and develops timely legal solutions to business problems, including complex contracting, business transactions, and operational needs. Manages legal processes related to such matters.
- Demonstrates strong organizational, prioritization and delegation skills. Effectively manages Department resources to achieve objectives of MedStar and the Department.
- Demonstrates thorough knowledge of healthcare business as well as federal, state and local laws and regulations affecting MedStar.
- Develops and contributes to the achievement of established Department goals and objectives and adheres to department policies, procedures, quality standards and safety standards. Ensures compliance with company policies and procedures and governmental/accreditation regulations.
- Manages litigation, dispute resolutions, government and internal investigations, and compliance matters, including but not limited to employment discrimination charges and class actions.
- Manages outside counsel, as needed, including serving as an interface with outside counsel and business

clients.

- Manages subpoena compliance, document production, and e-discovery processes on behalf of the company.
- Participates in System-wide multidisciplinary quality improvement teams and other task forces and operational initiatives by providing legal advice and counsel.
- Performs other duties as assigned.
- Provides advice and counsel to executive staff on wide range of legal issues relating to litigation, business and transactional matters.
- Provides support on patient care legal matters, including medical decision-making, informed consent, end of life, and other issues. Participates in attorney on-call schedule as determined by Legal Department.
- Reviews and negotiates commercial contracts, including purchase agreements, management, agreements, affiliation agreements, licensing agreements, and other contracts.
- Works collaboratively with peers and internal clients.

Physical Requirements

- **NO PATIENT CARE/CONTACT:** Visual Acuity. Manual dexterity. Light physical effort: Physical mobility with ability to lift, push or pull up to and including 15 lbs. Walking, standing, sitting for prolonged periods. Ability to hear and orally communicate. Ability to read, comprehend and write the English language.

Working Conditions

- *May be required to travel to various locations as needed. Reliable transportation may be required.
- **ADA:** Some skills/physical requirements can be altered and appropriate accommodations or use of adaptive equipment will be made in accordance with the ADA. Associates should discuss accommodations and provide medical documentation to Occupational Health.
- **ATTENDANCE:** Regular job attendance is an essential job function.
- **NO PATIENT CARE/CONTACT:** Mostly sedentary work in office type setting. Use of office equipment on a regular basis including computers, phones, etc. Potential for incidental exposure to patients, visitors and family members with a variety of physical and psychiatric/mental health conditions. Position may require flexible scheduling, off-shifts, weekend, holiday, on-call and/or overtime hours of work in accordance with department policy or procedures.

Patient Population

- *Where applicable, refer to the competency validation documents for population(s) served.

Reporting Relationships

- **REPORTS TO:** Vice President and Deputy General Counsel
- **SUPERVISES:** Designated staff as appropriate

Job Roles

105254 - Senior Counsel

Proficiency Level