

Hospice Medical Director Engagement Checklist

Maximizing clinical leadership, compliance and collaboration

Role Clarity and Expectations

- ☐ Define scope beyond regulatory minimums
- ☐ Establish written role expectations
- ☐ Align on organizational goals
- ☐ Review/update role annually

Clinical Leadership and Patient Care

- ☐ Participate in eligibility and recertifications
- ☐ Guide complex symptom management
- ☐ Support goals-of-care discussions
- ☐ Promote evidence-based care
- ☐ Participate in case/mortality reviews

IDG Engagement

- ☐ Attend IDG meetings consistently
- ☐ Provide meaningful clinical input
- ☐ Guide care planning decisions
- ☐ Foster team collaboration
- ☐ Mentor clinical staff

Quality and Performance Improvement

- ☐ Participate in QAPI activities
- ☐ Review quality metrics regularly
- ☐ Lead/support PI projects
- ☐ Monitor symptom and hospitalization outcomes
- ☐ Address LOS and live discharge trends

Documentation Integrity

- ☐ Ensure eligibility documentation compliance
- ☐ Review physician narratives

- ☐ Educate staff on documentation standards
- ☐ Conduct periodic chart audits
- ☐ Address risks proactively

Regulatory Compliance and Survey Readiness

- ☐ Stay current on CoPs
- ☐ Participate in mock surveys
- ☐ Assist with Plans of Correction
- ☐ Oversee physician-related compliance
- ☐ Prepare for surveyor interaction

Communication and Accessibility

- ☐ Establish clear communication channels
- ☐ Define response expectations
- ☐ Attend leadership/operations meetings
- ☐ Be available for urgent needs
- ☐ Provide ongoing feedback

Education and Staff Development

- ☐ Provide clinical education to staff
- ☐ Support onboarding/orientation
- ☐ Offer case-based learning
- ☐ Promote continuous learning culture
- ☐ Maintain professional development

Strategic and Operational Integration

- ☐ Participate in strategic planning
- ☐ Support program/service development
- ☐ Provide insight on referral trends
- ☐ Align clinical and organizational goals
- ☐ Support innovation initiatives

Relationship and Accountability

- ☐ Foster collaborative partnership
- ☐ Set measurable engagement goals
- ☐ Conduct regular performance reviews
- ☐ Ensure mutual accountability
- ☐ Recognize contributions/successes

Action Plan

Top 2-3 Priorities:

Next 30-60 Day Actions:

An engaged hospice medical director is a clinical leader, compliance partner, and strategic asset—not just a regulatory requirement.