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# Example of Medical Staff Job Description

Our company is growing rapidly and is looking to fill the role of medical staff. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical staff

* Coordinate all professional staff activities related to credentialing, initial appointments and re-appointments, and privileging, under the direction of the Director, Quality Management and Medical Staff, or the Program Manager for Medical Staff Services
* Coordinate all professional staff activities related to credentialing, initial appointments and reappointments, and privileging
* Maintain a working knowledge of the Hospital Bylaws, General Rules and Regulations, Medical Staff Bylaws, General Rules and Regulations and Department Rules and Regulations
* Maintain confidentiality of all matters relating to the operation of medical staff management and its records of proceedings
* Assist Chiefs and Chairs in the facilitation of their respective meetings
* Prepare agendas and supporting documentation, consulting with chiefs and chairs
* Oversee preparation and distribution of materials, which includes electronic data systems
* Maintain knowledge of current regulatory Medical Staff Standards and acts as a resource to Medical Staff officers and Medical Directors
* Advise department chiefs and committee chairs of needed information, research issues and propose solutions

## Qualifications for medical staff

* Proficient with IBM PC, medical staff database
* CPMSM or CPCS certification, preferred
* Strong interpersonal, negotiation skills required
* At least 3+ years progressive medical staff administrative experience, High School graduate or equivalent
* A trainee position may be posted
* CPCS and/or CPMSM certification required