



## Chief Administrative Officer, Stony Brook Cancer Center

CONFIDENTIAL

## POSITION DESCRIPTION & OPPORTUNITY OVERVIEW

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**CLIENT:** Stony Brook Medicine  
**ROLE:** Chief Administrative Officer,  
Stony Brook Cancer Center  
**LOCATION:** Stony Brook, New York  
**REPORTS TO:** Director of Clinical Operations, Chief Clinical Officer (Physician, CCO)  
**WEBSITE:** <https://www.stonybrookmedicine.edu/>  
<https://cancer.stonybrookmedicine.edu/>  
<http://www.stonybrook.edu/>



18-4047

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## SITUATION OVERVIEW

ZRG has been exclusively engaged to recruit a **Chief Administrative Officer** for Stony Brook Medicine's Cancer Program. ZRG Partners is a global executive search firm that specializes within Oncology & Research recruitment through their healthcare services division.

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## OPPORTUNITY

Stony Brook Medicine (SBM), Long Island's premier academic medical center, represents Stony Brook University's entire medical enterprise delivering world class care and integrates Stony Brook's health-related initiatives: education, research and patient care. It encompasses Stony Brook University Hospital, the six Health Sciences schools: Dental Medicine, Health Technology and Management, Medicine, Pharmacy and Pharmaceutical Sciences, Nursing, and Social Welfare. SBM also includes Stony Brook Children's Hospital, Stony Brook Southampton Hospital and more than 90 community-based healthcare settings throughout Suffolk County. The Stony Brook Cancer Center (SBCC) is one of SBM's highest priorities, integrating all of their missions and representing a highly valued program to its constituencies on Long Island. The SBCC has ambitious ideas with imaginative solutions that focus on developing programs that will foster breakthroughs in the study and practice of cancer medicine; with SBCC's research funding and patient volumes growing the SBCC sees 3,300 analytic cases of cancer each year. In addition, a new state of the art ambulatory building, Medical and Research Translation (MART) building is under construction that will support the SBCC's clinical and research activities. As part of its core mission, the MART will be devoted to cancer research and effectively implementing this building will be an important task for the new CAO, SBCC. With the clinical, research and educational components already in place, Stony Brook University Cancer Center is striving to become a National Cancer Institute (NCI)-designated cancer center within the next several years.

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## POSITION

The Chief Administrative Officer (CAO) will work as a valuable, creative, and highly energetic team member that is primarily responsible for the administrative leadership of the Stony Brook Cancer Center (SBCC) and all its affiliates' business activities in a manner that creates a group spirit and cooperation among stakeholders to maximize the organizations success. Her/his responsibilities will include (but are not limited to) direct non-clinical operations, financial management, and meeting budget expectations for assigned departments and services, service delivery management, and achieve individual, team, and non-clinical operations performance goals. The CAO will work in collaboration with the Clinical Cancer Services Leadership Team and other Stony Brook Medicine (SBM) leaders in Clinical Cancer Services, business development, and strategic planning.

It is expected that while the CAO's scope of responsibilities is comprehensive, the highest priorities for the first 2-3 years will be to lead significant improvement in ambulatory oncology services and to manage the transition of services to the new MART facility in 2018. The former will require working closely with SBM's ambulatory services management and clinical Chiefs and Chairs to improve patient access, referring physician relationships, provider productivity, and efficiencies and effectiveness of ambulatory services supporting the providers in the ambulatory area.

- ▶ Accountable for all Stony Brook Cancer Center 's (SBCC's) business operations
- ▶ Develops in collaboration with the SBCC Chief Clinical Officer (CCO) and Chief Nursing Officer (CNO) the strategic plan that incorporates SBCC's vision, values and mission and an annual implementation plan in which the Governing Committee can measure achievement towards SBCC's vision
- ▶ Co-leadership among the CCO, CAO and CNO in communicating of SBCC's vision, values and mission
- ▶ Oversees all Governing Committee functions and activities including development of meeting agendas, taking minutes, giving appropriate notices and monitoring follow-up
- ▶ Employment, termination, development and appraising authority of all employees accountable to the incumbent
- ▶ Co-leadership with the CCO and CNO of SBCC's quality improvement initiatives
- ▶ Supports the CCO in developing and implementing peer review programs within the staff and faculty
- ▶ Participates in and supports fund-raising efforts including grateful patient programs
- ▶ Directs, manages and is responsible for coordinating SBCC's human resources management
- ▶ Oversees the operation of the building in which the clinical cancer center resides
- ▶ Oversees the functions of financial counseling, authorizations and denials and patient advocacy
- ▶ Participates as a Leadership Team Member, in achieving SBCC's continuous quality and performance improvement processes annual goals
- ▶ Develops and implements programs to measure patient satisfaction and to meet customer needs and set annual service standards
- ▶ Develops in collaboration with CCO and CNO annual operational goals, objectives, and implementation plans to support SBCC's vision and strategic plans
- ▶ Directs and collaborates with other Leadership Team Members to maintain efficient and productive use of space, facilities and equipment
- ▶ Develops and maintains new faculty and staff on-boarding/orientation
- ▶ Represents SBCC at appropriate SBUH leadership meetings

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## POSITION QUALIFICATIONS

- ▶ Evidence of progressive program services and physician practice management experience in a comparable setting involving the delivery of both inpatient and outpatient oncology services
- ▶ Evidence of management success in a comparable setting which demonstrates evidence of program growth, successful management of operations, etc.
- ▶ Evidence of an understanding and successful management of the politics of an academic medical center and a highly matrixed comprehensive cancer center
- ▶ Evidence of comprehensive cancer center experience and knowledge which supports the synergistic roles of clinical care and clinical research in reaching optimal clinical outcomes and ultimately designation as a NCI Comprehensive Cancer Center
- ▶ Track record of financial management and successful performance combined with business planning skills
- ▶ Evidence of strategic planning, marketing, network development and fundraising skills and expertise
- ▶ Evidence of quality management and process improvement experience and expertise
- ▶ Evidence of cancer program information systems content/knowledge expertise

## EDUCATION AND CREDENTIALS

- ▶ Bachelor's degree is required in business, health care administration, nursing or related field
- ▶ Minimum of eight to ten years of experience in an ACoS/COC approved cancer program
- ▶ Successful track record of effective decision-making/problem solving skills
- ▶ Strong finance and financial management experience to include quantitative skills
- ▶ Understanding of and work experience with the multidisciplinary process of treating cancer patients
- ▶ Easily engages with key staff, developing long term partnerships and collaborations with physicians to cultivate strong relationships to build and professionally develop and counsel when needed
- ▶ Requires effective communication skills (verbal and written) with the ability to build consensus through collaboration and influence
- ▶ Demonstrated professional, organizational and leadership skills

### Preferred:

- ▶ Master's degree in Health Care Administration or Business Administration
- ▶ Three to five years in outpatient and physician practice management experience
- ▶ Significant experience and demonstrated success in the leadership of a comprehensive cancer program with at least three years' experience in an academic medical center/health science center environment; experience in a NCI designated cancer center
- ▶ National recognition as an administrative leader in the oncology space through at least the Association of Cancer Executives and the American College of Healthcare Executives

## STONY BROOK MEDICINE

Long Island's premier academic medical center, Stony Brook Medicine represents the University's entire medical enterprise and integrates their health-related initiatives: education, research and patient care throughout the health sciences schools. Stony Brook Medicine includes six Health Sciences schools - Medicine, Dental Medicine, Nursing, Health Technology and Management, Pharmacy and Pharmaceutical Sciences, and Social Welfare - as well as Stony Brook University Hospital, Stony Brook Children's Hospital, Stony Brook Southampton Hospital and more than 90 community- based healthcare settings throughout Suffolk County.

## MEDICINE AND RESEARCH

Devoted to imaging, neurosciences, cancer care and cancer research, the eight-level 240,000-square-foot Medicine and Research Translation (MART) Building and 225,000-square-foot new Bed Tower will enable scientists and physicians to work side by side to advance cancer research and imaging diagnostics.

The MART will include cancer biology oriented wet laboratories for cell, tissue, and other cancer biology research, dry labs for statistical research, biomedical informatics, and clinical study, a chemistry research lab, conference center and educational space. As the site of the new outpatient Cancer Center, the MART will allow Stony Brook to deliver cutting-edge cancer care more efficiently and effectively, while doubling its capacity to provide cancer treatment to the people of Long Island.

The outpatient Cancer Center will include multi-disciplinary exam space for medical and surgical oncology, infusion center with private and open bays, pediatric hematology and oncology



**Stony Brook Medicine is embarking on a \$423 million expansion project from 2013 to 2018, consisting of a new Medical and Research Translation (MART) building and Hospital Pavilion, including a new Stony Brook Children's Hospital.**

including pediatric infusion, as well as patient amenities and support. There will be an investment in new faculty, fellowships, merit-based scholarships and need-based aid. The building will also contain a 300-seat auditorium for conferences, lectures and other events.

The new Bed Tower, consisting of 10 levels and 150 beds, will house Stony Brook Children's Hospital. It will include a newly built pediatric intensive care unit; an adolescent unit; a procedure suite; a hematology/oncology unit; medical/surgical units and modern patient and family amenities; new adult critical care and cardiac care units; an expanded imaging department, and increased support space throughout.

The plan also includes a new loading dock, cafeteria expansion, site improvements and new access roadways. Based on ongoing input from Hospital staff, the proposed design reflects Stony Brook's commitment to patient- and family-centered care. The buildings will help facilitate partnerships among healthcare practitioners, patients and families that lead to improved patient outcomes and enhance the quality and safety of healthcare.

The MART and new Bed Tower is creating thousands of construction jobs, as well as several hundred new specialized research jobs. Completion is scheduled for Spring 2018. <https://www.youtube.com/watch?v=U2JPZ7TnCIM>

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## STONY BROOK CAREER CENTER

At the Cancer Center, they understand that cancer is more than a disease to be treated; it is also a lifechanging experience. Their program is based on the fundamental idea that the most effective cancer care is grounded in science but at the same time, offered with expert coordination and compassion. It is physician led, but always patient and family-focused. While they understand that everyone's diagnosis is highly individual, the Cancer Center's experience in treating every type of cancer means that are in capable, experienced hands.

The Cancer Center takes a multidisciplinary team approach to cancer care, which means a health professional from every specialty is represented. It typically involves a surgeon and several doctors, along with a nurse and social worker. All bring their expertise and are involved in every stage of your care, for optimal treatment and recovery.

### Individualized Nursing Care

The foundation to Stony Brook's nursing approach is the commitment to patient and family-centered care. A nurse navigator or other nursing professional is the first point of contact during treatment. This professional will coordinate appointments, answer questions and help guide patients through treatment. Patients also will receive ongoing follow-up care and management as they return to a normal routine.

### Diagnostic Imaging

Diagnostic imaging plays an important role in initial cancer diagnosis, treatment planning and palliative therapies. The Department of Radiology uses advanced technology, including:

- ▶ Simultaneous positron emission tomography magnetic resonance imaging (PET/MRI) scanner
- ▶ Positron emission tomography/computed tomography (PET/CT) scanner
- ▶ High-field open MRI scanner
- ▶ 320-slice CT scanner
- ▶ Single-photon emission computed tomography (SPECT/CT) camera

### Medical Oncology and Hematology

The doctors in this specialty evaluate and treat a broad range of malignant diseases using chemotherapy and biologic therapy. Led by best-in-field physicians, this department includes nurse practitioners, chemotherapy-certified oncology nurses, nurse navigators trained in oncology and research nurses. Patients receive this treatment as an outpatient, in a state-of-the-art 24-chair infusion area of the Cancer Center. Infusion stations feature a relaxing chair that reclines for their patient's comfort during treatment. Televisions, free Wi-Fi, DVD players, books and magazines are readily available and a self-serve coffee and tea area for patients and families is easily accessible. The Medical Oncology Inpatient Unit maintains 37 beds, four of which are dedicated to bone marrow transplantation.

## *Types of Medical Oncology*

**Chemotherapy:** This is a medicine, usually given intravenously (but also can be given in the form of a pill, capsule, liquid or injection), designed to destroy cancer cells in the body.

**Biologic Therapy:** Biologics are treatments that come from a variety of living cells, which can be yeast, bacteria, plant or animal cells. They are large proteins that are injected into patients either to provide proteins that they no longer have, or to help treat specific diseases. These agents are always injected, because the human digestive tract would destroy them if taken by mouth.

## **Surgical Oncology**

Their board-certified specialty surgeons have been trained at some of those most elite cancer centers across the country. Their team members are dedicated to their area of specialty and now share their knowledge nationally and internationally.

At Stony Brook, their goal is to use the least invasive method possible. Surgical options include traditional open and minimally invasive approaches, including laparoscopic, robotic-assisted and natural orifice.

Surgeons work very closely with the medical oncologists and radiation oncologists on their teams. If needed, surgical collaborations occur between teams. The team plans the best course of treatment and discusses their recommendations with the patient and family members. Surgeons serve as members and leaders of the Cancer Care teams and Tumor Board meetings. They are partners in over 50 protocols approved by the Medical Center's Institutional Review Board, including the American College of Surgeons Oncology Group, National Surgical Adjuvant Breast and Bowel Project, Cancer and Leukemia Group B, and National Institutes of Health-funded research on consent for tumor bank tissues.

## **Radiation Oncology**

Radiation Oncology works with staff from the Hospital, the School of Medicine, and the Research Foundation of New York to deliver comprehensive, state-of-the-art cancer care with a focus on delivering highly targeted radiation that limits exposure to normal tissue. The Department's innovative approaches to treatment and its ongoing acquisition of advanced technology have made it a regional resource.

Physicians, physicists, medical dosimetrists, radiation therapists, nurses and nursing assistants, administrators, and clerical staff compose the Department. Members play a key role in Stony Brook's multidisciplinary cancer teams.

Patients and their family members actively participate in the collaborative approach to assessing needs and developing treatment plans.

Stony Brook has invested in state-of-the-art radiation technology, equipment, and systems. The most advanced treatment planning and information management software is used by the team to provide an integrated network for fast, efficient radiation planning and treatment that minimizes waiting times.

Stony Brook uses several different radiation therapy techniques; depending on the type of cancer to be treated, radiation therapy is administered either externally by clinical linear accelerators, or internally by brachytherapy implants for localized contact with the tumor. Internal radiation therapies include bronchial brachytherapy, MammoSite® brachytherapy, tandem and ovoid brachytherapy, vaginal cylinder brachytherapy, oral and intravenous radionuclide therapy, and radio-immunoglobulin therapy.

## **Cancer Clinical Trials**

As knowledge of cancer's mechanisms increases, new therapies, protocols, and technologies are constantly evolving. That is why research is important to today's cancer patients. Clinical trials may offer access to potentially lifesaving therapies weeks, months and even years before they are available to the general public. For example, at Stony Brook Medicine, hematology and medical oncology clinical studies are open for every major cancer site and include treatment for prostate, breast, and colon cancers; glioblastoma multiforma; and aggressive malignant astrocytomas. Research includes development of a system for detecting new cancer cell markers and for isolating cancer cells circulating in the blood.



Stony Brook Medicine has a Cancer Clinical Trials Office dedicated to helping provide patients with the most effective treatments for cancer with maximum safety and comfort. The office assists physician investigators in developing and completing scientifically valid clinical trials and coordinating in-house therapeutic research as well as phases I, II, and III pharmaceutical research trials.

Most clinical trials evaluate new treatments, but prevention trials also are conducted. Clinical trials typically enlist volunteers in efforts to evaluate the safety, effectiveness, and toxicities of new drugs, devices, or surgical protocols. Trials have played a critical role in advancing patient care.

## **Cancer Research**

### *Transforming the Study and Practice of Cancer Medicine*

As a research-based institution, Stony Brook Medicine is dedicated to understanding the biology and mechanisms of cancer. The goal is to create more effective and targeted treatments, as well as prevent specific cancers. Explorations extend from basic investigation to work that translates directly into the development of new medicines.

### *Inspiring Discovery*

Three thematic programs are driving this cutting-edge research: Cancer Lipids and Metabolism, Oncogenic Drivers and Mechanisms of Carcinogenesis, and Computer and Engineering Sciences in Oncology. These are areas that have been identified as having high levels of scientific excellence and opportunities for interaction and collaboration among scientists. They also build on areas of exceptional strength at Stony Brook University, including applied math, engineering sciences, computational biology, imaging, metabolism, chemistry, and computer sciences.

- ▶ Cancer Lipids and Metabolism
- ▶ Oncogenic Drivers and Mechanisms of Carcinogenesis
- ▶ Computer and Engineering Sciences in Oncology

## **Oncology Medical Education**

### *Physician Education*

#### *Inspiring the Next Generation of Cancer Doctors*

As an academic medical institution dedicated to clinical, research and educational excellence, Stony Brook Medicine is responsible for educating the next generation of physicians. In conjunction with the Stony Brook University School of Medicine, Stony Brook University Cancer Center helps train doctors in oncology through two programs. One is a rotation through pediatric oncology for all pediatric residents. The second is a post-graduate fellowship in adult hematology/oncology. Both rest on the foundation of the Cancer Center's approach to cancer medicine: delivering integrated, individualized, multidisciplinary care for a complex disease that considers every aspect of a patient's life, not just his or her medical care.

#### *The Hematology/Oncology Fellowship Program*

This three-year post-graduate program is open to physicians who have completed their internal medicine residency and are licensed to practice in the State of New York. It is highly selective - choosing just three fellows per year out of a field of more than 110 applicants from all over the world - and unique in that there is an additional slot available for a candidate on the physician-scientist track.

The fellowship training includes participation on the Disease Management Teams, which gives fellows exposure to managing a disease from all perspectives - surgical oncology, radiation therapy, ancillary services - not just from a medical oncology perspective. This allows them broad exposure to multiple points of view, which, in turn, teaches the fellows to speak the language of other consultants. Through the experience, they become adept at looking at the big picture.

[Click here to learn more.](#)

## SCHOOL OF MEDICINE

The three missions of the Stony Brook School of Medicine are to advance their understanding of the origins of human health and disease, to train the next generation of committed, curious and highly capable physicians, and to deliver world-class, compassionate healthcare. Stony Brook School of Medicine excels in all pursuits. With world class, National Institute of Health-sponsored research programs in neurological diseases, cancer, cardiovascular disorders, biomedical imaging, regenerative medicine, and infectious diseases, among many other topics, the School of Medicine sits at the cutting edge of scientific discovery. By training nearly 500 medical students, and over 480 medical residents and fellows each year, they are one of the foremost institutes of higher medical education in the country. And by delivering world class medical care throughout 35,000 inpatients, 90,000 emergency room and 500,000 outpatient visits; Stony Brook Medicine is one of the largest and highest quality healthcare organizations on Long Island, and New York.

## STONY BROOK UNIVERSITY

Stony Brook University is one of America's most dynamic public universities, a center of academic excellence and an internationally recognized research institution that is changing the world. After less than 60 years of existence, it's ranked among the top 100 universities in the nation.

According to the Center for World University Rankings, Stony Brook University is among the top 1 percent in the world, ranking #154 among more than 25,000 degree-granting institutions of higher education worldwide, the Wall Street Journal / Times Higher Education College Ranking places SBU at number 30 among national public institutions, and the US News & World Report Best Global Universities ranking, ranks SBU as number 131 worldwide.

In this past year alone, they were ranked number one for return on investment in the northeast, the Associated Press broke the story of how our Global Health Institute and their Centre ValBio in Madagascar, in partnership with the drone company Vayu, Inc. are collaborating on a new, life-saving way to improve healthcare for vulnerable rural communities; experts from our Political Science Department kept the world informed through national and international news coverage of the 2016 Presidential election; and they are only one of 10 universities around the world, one of only two in the US, who are UN Women HeForShe IMPACT champions.

### Quick Take

- ▶ 25, 734 students
- ▶ >200 undergraduate programs
- ▶ >140 graduate programs

### Accolades

- ▶ Among the top 1 percent of higher education institutions in the world (Center for World University Rankings)
- ▶ Among the top 100 universities in the nation (U.S.News & World Report)
- ▶ Among the top 50 public universities in the nation (U.S.News & World Report)
- ▶ Member of the invitation-only Association of American Universities, comprising the 62 leading research institutions in North America
- ▶ Proud home to Nobel laureates, Guggenheim fellows and MacArthur grant winners
- ▶ One of only 10 universities nationwide recognized by the National Science Foundation for combining research with undergraduate education
- ▶ They've grown from a collection of geodesic domes at Planting Fields in Oyster Bay, N.Y., to our main 1,040-acre campus in Stony Brook, N.Y. - a powerful incubator of teaching and research innovation as well as a driving engine for the Long Island economy - with satellite locations in Southampton and South Korea

### Student Success

- ▶ **97 percent** pass rate for graduates on the national medical licensure examination (vs. national average of 95 percent)
- ▶ **26 percent** of graduates placed in Top 20 residency programs\*; 47 percent of graduates placed in residencies on Long Island\*
- ▶ **Over 90 percent** ratings from our graduates about the quality of their medical education
- ▶ **2017 Entering Class Statistics**  
-5,505 Applications Received – 784 Interviewed  
-440 Acceptances Offered – 136 Students Matriculated  
(largest matriculating class in School history)

\*Average past six years



## LOCATION

Stony Brook is situated on the prestigious North Shore on Long Island, NY, in the Town of Brookhaven in Suffolk County, NY. Stony Brook is home to numerous attractions, magnificent nature and historic grounds. Only a short distance to the white sand beaches at Fire Island, the beautiful Hamptons resorts and the East End vineyards, the historic village lies at the geographic midpoint of Long Island, approximately 60 miles east of Manhattan and 60 miles west of Montauk Point, making it easily accessible from both directions. As part of the Three Villages, consisting of Stony Brook, Old Field and Setauket, the history of the town has been closely linked to that of Ward Melville, a local businessman who at one point owned most of the area.

[Click here for information on the school district.](#)



## ABOUT ZRG PARTNERS

ZRG Partners, LLC is the leading global executive search firm that uses a proven, data-driven approach. For over 18 years, clients have trusted ZRG Partners to recruit top talent around the world. With offices throughout the US, Canada, Brazil, Europe, and Asia Pacific, our deep market knowledge coupled with our fact-based results driven approach is grounded in integrity. The ZRG team working on this project for our client will include:



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Julia has specific experience within oncology, research, academic medicine and ambulatory operations executive search. She currently is an active member of several professional healthcare associations and currently sits on the membership committee for the Association of Cancer Executives (ACE). Julia has worked with top ranked Academic Medical Centers and Community Healthcare Systems across the country; of which many are NCI Designated Cancer Centers. She has a passion for oncology and research medicine, believing that we must always keep the patient first. Julia has worked within healthcare services for over 20 years in a variety of roles, however her industry knowledge through executive search over the last 15 years has added value to both clients/candidate alike through her ability to understand their complex structures.  
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