



DEPARTMENT HEAD - THE JOB

IN A NUTSHELL...



● The Responsibilities

- **In-Charge Role:** Oversees department's day-to-day operation working with department members and dyad.
- **Quality of Medical Care:** Ensures high-quality care provided by department's medical staff via quality reviews, quality management committee, and performance reviews.
- **Collaboration with Chief of Staff and Site Dyads:** May include patient care coordinators, unit managers and Site Operational Directors when necessary.
- **Bylaws and Policies:** Ensures department members are in compliance with Medical Staff Bylaws, Rules, Policies and Procedures (*yes, you do actually have to read these at some point!*)
- **Patient Care Advocate:** Aligns patient care with best practices.
- **Human Resources:** Oversees staff recruitment needs plus annual/biannual reviews for clinical and procedural privileges of department members, and 360 reviews for changes in privilege categories. Ensures department has updated strategic plan and its Medical Staff Resource Plan is accurate.
- **Intermediary:** Facilitates exchange of advice, opinions, and motions between Department members and local/regional medical advisory committees.



● Top 6 Expectations

- Liaison between department members and administration.
- Facilitating communication within and between departments
- Representing department at meetings and committees, including chairing regular department meetings and attending LMAC, MQM, and M&M rounds.
- Encouraging department participation in physician-led quality improvement projects.
- Completing credentialing and privileging processes on department members.
- Recruitment and succession planning.

● Requirements

- Member of the Active Medical Staff of the department
- Selected on qualifications of training, experience and demonstrated ability in clinical skills, teaching and administrative activities
- Term of appointment usually 2 years but may be reappointed for additional terms.
- Remuneration is at current prevailing rates with respect to departmental contract agreements within the Health Authority