

## **Regional Department of Medicine**

### **Local Department Head - Burnaby Hospital**

**Closing date: Open Until Filled**

#### **Eligibility**

- Member of the Active staff
- Burnaby Hospital as your primary site

#### **Term of Appointment**

- Three years

#### **Compensation**

- Annual stipend of \$34,000 based on 0.18 FTE presence in the role or 6.75 hours per week

#### **Job Description**

The responsibilities of the Local Department Head include (but are not limited to):

- participating in the Site Operations Committee or equivalent for the facility;
- functioning as the channel of communication to and from the regional department to keep members practicing within the facility informed regarding Fraser Health, HAMAC and departmental objectives, policies and general activities and to ensure regional departments are aware of issues specific to the facility;
- in collaboration with the Regional Department Head (RDH), recommending appointment of practitioners, renewal of medical staff membership and privileges;
- ensuring the requirements of programs operating within the facility are coordinated
- promoting health and wellness amongst members;
- investigating and documenting complaints regarding care provided by members within the department at the facility under the direction of the appropriate RDH or Site Medical Director where appropriate;
- encouraging a healthy, respectful workplace;
- reviewing with the RDH the human resource requirements of the regional department practicing within the facility;
- contributing to the search and selection of applicants for vacancies in the regional department;
- conduct morbidity and mortality reviews
- participating in or facilitating local patient quality reviews and quality improvement

**Forward applications or letters of interest with a CV to:**

[margaret.coplin@fraserhealth.ca](mailto:margaret.coplin@fraserhealth.ca) | [mark.ballard@fraserhealth.ca](mailto:mark.ballard@fraserhealth.ca)