

## **Local Department Head Role Description**

### **Overview**

Reporting and accountable to the Regional Department Head (RDH) and as a member of the medical staff in each facility or community program where the regional department operates, is responsible for coordinating functions and the activities of members of the regional department in that facility and participating in the Multidisciplinary Healthcare Coordinating Committee (MHCC).

### **Key Areas of Involvement Include:**

In addition to those responsibilities defined in the Bylaws, the Local Department Head shall be responsible for (but not limited to):

### **Effective Delivery of Clinical Services**

- Ensures that services of members of the department, within the designated clinical areas in the facility, are delivered effectively within the parameters of the regional and site service delivery plans.
- Liaises with the RDH and department medical staff in the facility to establish, monitor, and ensure compliance with budget, volume and quality targets.

### **Quality and Utilization Monitoring/Improvement**

- Ensures members of the department at the facility are engaged in multidisciplinary quality improvement and utilization management activities of the programs operating within the facility.
- Ensures members of the department at the facility are engaged in reviews of and activities regarding standards of medical practice mandated by the regional department.
- Investigates complaints regarding care provided by medical staff within the Facility, under the direction of the appropriate RDHs.



## **Local Medical Administration**

- Attends meetings of the Multidisciplinary Healthcare Coordinating Committee for the facility.
- Functions as the channel of communication to and from the regional department, to keep members practicing within the facility informed, regarding Fraser Health, HAMAC departmental and divisional objectives, policies, and general activities, and to ensure regional departments are aware of issues specific to the facility.
- Recommends policies and guidelines, relating to medical/clinical matters, are consistent with Medical Staff by-laws and rules.
- Promotes health and wellness amongst department members.
- Encourages a healthy, respectful workplace.

## **Local Physician Resource Planning**

- Reviews with the RDH the physician resource requirements of the regional department at the facility.
- Contributes to the selection of new staff members joining the Regional Department.

## **Dispute Resolution**

Mediates disputes involving Department members at site.

## **Medical Legal Issues**

Identifies potential liability issues and legal problems within the facility and provides advice for specific cases/files to the RDHs, PMD, and/or legal Counsel, as required.

## **Qualifications**

Current licensure with CPSBC plus two (2) years leadership experience within the healthcare sector. Additional training in management is preferred. Prior academic leadership experience is an asset.



## **Term**

The term of appointment as Local Department Head shall be for two (2) years, renewable by the Regional Department Head. In recommending re-appointment of a Regional Divisional Head the Regional Department Head shall consider the results of annual performance reviews.

## **Qualifications**

- Demonstrated senior leadership in roles to lead and move forward complex organizational change issues across health service programs to support broad transformational objectives.
- Demonstrated senior leadership in roles to integrate and lead complex organizational change issues in innovative medical education and creative models of patient care.
- Demonstrated leadership abilities to incorporate program needs within the broader context of the health delivery system and multiple program requirements.
- Demonstrated ability to work and lead within a matrix reporting structure.
- Sound working knowledge of planning concepts related to service delivery, budgetary, staffing, quality and strategic initiatives.
- Proven verbal and written communication and presentations skills within a senior leadership capacity.
- Proven proficiency leading practice of the field of health program leadership.