

## **Local Department Head**

### 2.20 LOCAL DEPARTMENT HEAD

- 2.20.1 Regional Departments will select a Local Department Head for every Facility in which that Regional Department has Members.
- 2.20.2 The Local Department Head for each Facility will attend or participate on the appropriate committee for that Facility.
- 2.20.3 The Local Department Head shall be an Active Staff Member unless the candidate is a practitioner recruited specifically for the role (in which case the candidate would be appointed to the Provisional category of the Medical Staff until such time as the practitioner is eligible for promotion to the Active category), and who is assigned to the Regional Department and to that facility as the Member's Primary Site and a member of the Regional Department.
- 2.20.4 A Local Department Head shall be appointed by the Board upon the recommendation of HAMAC.
- 2.20.5 The Local Department Head shall report to and be accountable to the Regional Department Head for the activities of the Regional Department and its members.
- 2.20.6 The Local Department Head may be remunerated for services as the Local Department Head.

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, recommending appointment of practitioners, renewal of Medical Staff membership and privileges

- Ensuring the requirements of programs operating within the Facility are co-ordinated
- 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 Regional Department Head and/or Site Medical Director where appropriate
- Encouraging a healthy, respectful workplace
- Reviewing with the Regional Department Head 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.