
Executive Medical Director, Medical Affairs & Physician Development

Role overview:

Reporting to the VP Medicine and Regional Programs, the Executive Medical Director (EMD), Medical Affairs and Physician Development will provide senior level leadership to the Medical Affairs, Physician Contracts Office and the Hospitalist Program.

The EMD Medical Affairs and Physician Development will also be responsible for provision of leadership education and development opportunities for physician leaders within Fraser Health (FH).

The EMD Medical Affairs and Physician Development is the primary professional link to all Medical Directors who also have a direct reporting relationship to the VPs of Regional Hospitals and Community Hospitals.

Key areas of involvement

Medical Affairs and Physician Contracts Office

Responsible for the activities of the FH Medical Affairs Department in the delivery of effective, efficient and consistent quality processes which support the privileging, credentialing and performance process for medical staff within FH. Specifically:

1. Supports the Director, Medical Affairs in developing annual operating objectives and service plans for the program within the approved financial mandate, with a system view of service delivery and in response to the requirements of the senior management team and committees.
2. In conjunction with the Director Medical Affairs, provides leadership, support, advice and direction to Medical Directors in the planning and management of assigned clinical departments, programs and services; ensures consistency with the strategic plan, established policies, procedures and budgets; formulates and recommends annual department goals and objectives.
3. Ensures liaison with Human Resources and VP Medicine and Regional Programs regarding medical staff appointments as appropriate.
4. Work with SMDs, PMDs, RMDs and RDHs, and advises the Health Authority Medical Advisory Committee, (HAMAC), in the implementation of provincial privileging dictionaries in all Regional Departments as part of the privileging and credentialing system.
5. In partnership with EMD Medical Partnerships and Performance, and in consultation with the PMDs, RMDs, RDHs, SMDs, HAMAC and Medical Affairs, develop and implement an in-depth performance evaluation process and system for all Medical Staff members consistent with MoH and PSSAC guidelines.
6. Leads regular reviews and updating of the FH Medical Staff Rules and Bylaws.
7. Ensure systems are in place to deliver regular review of physicians for renewal of privileges as detailed in the Medical Staff Bylaws and Rules.
8. Ensures effective processes are in place to deliver a FH-wide credentialing system that meets the requirements of the Medical Staff Bylaws and Rules.

9. In conjunction with the medical staff leaders across FH reviews the physician manpower requirements and supports the creation of a resource plan within each area within approved financial mandate.
10. Oversees the FH Physicians Contracts Office and undertakes specific contract negotiations with physicians or groups of physicians providing services to FH as agreed with the VP Medicine and Regional Programs.

Physician Development

Working with senior leaders, establish and support a formal FH wide-approach to Physician Development that includes programs developed and delivered by the Physician Management Institute, Advisory Board and/or Sauder School of Business or other recognized educational institutions.

1. Ensure the development and implementation of organized continuing professional development activities, based on identified educational priorities, as defined by the review of standards of best practices and quality improvement opportunities.
2. Ensures leadership education and development opportunities are provided for physician leaders within FH.
3. Oversees the development and implementation of a FH level medical staff orientation program.

Hospitalist Program

Responsible for the activities of the FH Hospitalist program and ensuring it effectively meets program, quality and standardization deliverables. Specifically:

1. Supports the RDH and Director in developing annual operating objectives and service plans for the program within approved financial mandate and with a system view of service delivery.
2. Support the RDH and Director in securing funding, resources and other supports required for the effective delivery of quality care within the Hospitalist Program.
3. In collaboration with RDH and Director develop key performance measures, annual quality targets and reporting mechanisms for physician quality improvement and patient safety practice standards and utilization of FH resources.

Leadership

1. Provide leadership through mentoring, coaching, and modeling a collaborative working style and leading by influence and respect.
2. Support leaders, medical and administrative, within the portfolio in establishing and maintaining effective working relationships.
3. Support the RDH Hospitalists in building effective partnerships and collaborative working relationships within areas of professional practice, quality, health and business analytics.
4. Support leaders within portfolio, Hospitalist and Medical Affairs, in recruitment and credentialing of Medical Staff.
5. Represent FH at Provincial level committees as requested.
6. Attend Health Authority Medical Advisory Committee (HAMAC) as a voting member.

Strategic and Policy Advice

1. Provide senior medical administrative leadership and decision making, in relation to professional and strategic matters.
2. Identify emerging issues in the local, provincial, federal and international arenas that could influence standards and quality of medical practice within FH.
3. Coordinates with other EMDs and the VP Medicine and Regional Programs and liaises with Ministries on the development and implementation of the physician manpower plan, including identifying and supporting the development and implementation of appropriate non-physician support roles.
4. Identify emerging strategic issues involving FH Medical Staff to the VP Medicine and Regional Programs.

Performance Reviews

1. Ensure an appropriate process exists for performance reviews of Medical Staff leadership.
2. Participate with VP Medicine and Regional Programs in performance reviews of RDH Hospitalists based on the role deliverables and performance expectations, in line with *PerformanceLink* schedule.
3. Make recommendations to the VP Medicine and Regional Programs for renewal of Regional Department Head roles.

Medical Education and Academic Development

1. Liaise with the University of British Columbia to support undergraduate and postgraduate medical education.

Dispute Resolution

Mediate disputes involving members of the Medical Staff, including other medical leadership as appropriate.

Medical Legal Issues

Identify potential liability issues and legal concerns and provide advice for specific cases/files to appropriate medical leaders and/or FHA legal counsel as required.

Leadership Development

The EMD Medical Affairs and Physician Development will actively participate in professional development activities in management and leadership as agreed with the VP Medicine and Regional Programs.

Performance Evaluation

Will establish leadership goals and role performance objectives consistent with the *PerformanceLink* process.

Performance shall be evaluated via *PerformanceLink* by the VP Medicine and Regional Programs and may include inter-disciplinary peer input from, but not be limited to:

- Medical Directors (Sites, Regional, Program, Executive)
- CMIO
- VPs
- Executive Directors
- Medical Staff

Qualifications and Experience

- Medical Degree plus Residency.
- Eligibility for membership on the FH Medical Staff.
- Five (5) years leadership experience within the healthcare sector.
- A Master's degree in health administration or business administration is preferred and experience in medical quality, standardization and recruitment is highly desirable.
- Additional leadership training is preferred.
- Experience with budgetary and operational planning is desirable.

Leadership Competencies

- General
 - Possesses excellent interpersonal skills and can work effectively with a diversity of personalities, being approachable and showing respect for others.
 - Demonstrated ability to interact with and lead the broader physician community.
 - Demonstrated leadership in roles to lead and move forward complex organizational change issues across health service programs to support broad transformational objectives.
 - Demonstrated ability as an effective consensus builder able to work through influence rather than formal authority.
 - Demonstrated leadership abilities to incorporate program/hospital 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.
 - Possesses a good grasp of clinical workflow, including in-patient, ambulatory, community health and primary care settings, health information systems and outcomes measurement.

- LEADS Competencies
 - Leading People: acting with integrity and trust; building a team environment; communicating clearly; and fostering the potential of others.
 - Leading Change: striving for personal mastery; leading with Vision; inspiring and engaging; and, promoting innovation.
 - Partnering: focusing on customers and engaging stakeholders.
 - Achieving Results: understanding and demonstrating accountability.
 - Business Acumen: managing resources; possessing health environment and political awareness.

Time commitment

It is expected that the role will require _____ FTE (____ hours/wk) and a presence in the role over _____ days per week.

Compensation

Based on HEABC Medical Leadership – Profiles & Compensation for FFS Physicians the compensation for this role will be _____.

Term

The term of appointment as EMD Medical Affairs and Physician Development shall be for three (3) to five (5) years, renewable upon the recommendation of the VP Medicine and Regional Programs. In recommending renewal consideration shall be given to the results of annual *PerformanceLink* reviews.