

<Site> Medical Director

<list 12 sites>

Role overview

The Site Medical Director (SMD), based on shared accountabilities with the Executive Director (ED), is responsible for budget and operational planning, coordination and direction of care, patient access and transitions, and building an inter-disciplinary team at the hospital in order to deliver quality patient centred care across the care continuum.

Specifically the SMD is responsible and accountable for providing leadership in all aspects of planning, operation and evaluation for activities of medical staff within the hospital and providing leadership to the Local Department Heads (LDH) who report jointly to their respective Regional Department Heads .

This position reports to the VP Regional Hospitals and Communities/VP Community Hospitals and Programs with professional accountability to the VP Medicine and Regional Programs.

Key areas of involvement

Quality, Standardization and Performance

In partnership with the ED, the SMD will support clinical staff at the hospital to effectively meet quality and standardization deliverables. Specifically...

1. Ensure appropriate standards of care and practice, based on regional standards, are developed and implemented across the inter-disciplinary team.
2. Ensure defined health outcomes are being achieved at the hospital as per the FH performance report card.
3. Ensure effective quality improvement and patient safety activities occur within the hospital consistent with the mandates of the VP Patient Experience and HAMAC/Regional Departments and Regional Programs.
4. Establish effective communication mechanisms (quality and performance improvement network) amongst the regional programs at the hospital to allow sharing of best practices and strategies for adoption of best practices.
5. Advocate for resources and other supports at the hospital (including but not limited to professional practice, quality, Health and Business Analytics) to support quality improvement and patient safety activities.
6. Support the development and adoption of information systems and information management systems that effectively support the standardization and quality of care.
7. Advise Regional Department and Division Heads and the Local Department Head of any concerns relating to the practice of Medical Staff members within the hospital.

Recruitment and development

1. Collaborate with the appropriate PMD or RMD for physician resource planning and recruitment of Medical Staff members at the hospital.

2. Work collaboratively with EMD Physician Partnerships and Development to ensure that all contracts with physicians are managed effectively and in compliance with FH policies and procedures, and processes addressing credentialing and discipline of members of the Medical Staff are in place and complied with.
3. Ensure that Medical Staff members understand and comply with the Medical Staff Bylaws, Rules, and Regional Department and FH policies.
4. Ensure a process for orientation of Medical Staff members to the hospital.

Budget and Operational Planning and Control

1. In partnership with the ED develop operational plans and budgets, including capital and operating budget, for the hospital to meet clinical needs of the population.
2. In partnership with the ED ensure the effective, efficient utilization of program resources - human, financial, space, physical and clinical.
3. Co-lead with the ED and clinical leaders, mechanisms to monitor performance to budgets; develops and implements mitigation strategies where required.
4. Develop strategies to enhance Medical Staff member's understanding of the budget process and support involvement of Medical Staff members throughout the process.
5. In partnership with the ED and clinical leaders monitor program utilization.

Leadership and Hospital Operations

1. Provide leadership through mentoring, coaching, and modeling a collaborative working style and leading by influence and respect.
2. With the ED, share decision making and accountability for hospital operations and delivery of quality patient centred care.
3. Provide leadership to support and coordinate the requirements of programs operating within the hospital (connecting with regional program leaders on a regular basis), and escalate clinical delivery issues as necessary.
4. In collaboration with the ED, identify and advocate for hospital specific needs in partnership with RMDs and community organizations.
5. In collaboration with the ED, and in conjunction with relevant regional program and regional medical leadership, ensure that medical services at the hospital are delivered effectively within the established Clinical Service Plans and aligned with other hospital and program activities and initiatives.
6. Ensure issues related to the delivery of medical care within the hospital are identified and, where possible, managed locally or, where necessary, escalated through Local Department Heads to the relevant, RDH/RMD/ PMD for resolution.
7. Initiate and direct the investigation of complaints regarding care provided by Medical Staff members within the hospital in conjunction with the appropriate Local Department Head and Regional Department Head.
6. Co-chair with the ED, hospital based committees including but not limited to hospital performance, access and flow and infection prevention and control and ensure its compliance with its terms of reference.
7. Represent the hospital as requested by the VP responsible for the hospital.

Strategic and Policy Advice

1. Provide senior medical administrative leadership and decision making, in relation to professional and strategic matters at the hospital level.
2. Advise the VP responsible for the hospital on medical matters within the hospital.
3. In partnership with the ED and regional programs, participate in the implementation of strategic and service delivery plans within the hospital.
4. Attend HAMAC (voting member) and provide advice and consultation on strategic and policy matters.

Performance Reviews

Participate with PMD/RMD/RDHs in the formal performance reviews of Local Department Heads based on the service requirements and performance expectations.

Make recommendations to the PMD/ RMD/ RDH for appointment and renewal of Local Department Heads.

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

Actively participate in professional development activities in management and leadership as agreed with the VP responsible for the hospital and/or VP Medicine and Regional Programs.

Performance Evaluation

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

The SMD's performance shall be evaluated via *PerformanceLink* by the VP responsible for the hospital and may include inter-disciplinary peer input from, but not be limited to:

- VP Medicine and Regional Programs
- Medical Directors (Regional, Program, Executive)
- Executive Directors
- Medical Staff

Qualifications and Experience

- 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 hospital based leadership 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.
- 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 XXXX

Term

The term of appointment as Site Medical Director shall be for three (3) to five (5) years, renewable upon the recommendation by the VP responsible for the hospital and VP Medicine and Regional Programs. In recommending renewal of a SMD consideration shall be given to the results of performance reviews.