

Executive Medical Director, Medical Affairs

Fraser Health

PROGRAM/SERVICE: Medicine
REPORTS TO: Vice President, Medicine
JOB DESCRIPTION NUMBER: E4604

OVERVIEW:

Reporting to the VP, Medicine, the Executive Medical Director, Medical Affairs will provide senior level leadership to the Medical Affairs department which consists of Physician Credentialing & Privileging and the Physician Contracts department.

The EMD Medical Affairs is the primary professional link to all Site Medical Directors, who also have a direct reporting relationship to the VP Acute and Community Services.

KEY AREAS OF INVOLVEMENT INCLUDE:

Medical Affairs and Physician Contracts Office

Responsible for the activities of the Fraser Health 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 Fraser Health, 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 Vice President Medicine regarding medical staff appointments as appropriate.
4. Works with Site Medical Directors (SMD), Program Medical Directors (PMD), Regional Medical Directors (RMD) and Regional Department Heads (RDH), 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, develops and implements an in-depth performance evaluation process and system for all Medical Staff members consistent with Ministry of Health and Provincial Medical Services Executive Council guidelines.
6. Leads regular reviews and updating of the FH Medical Staff Rules and Bylaws.
7. Ensures 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 Fraser Health wide credentialing system that meets the requirements of the Medical Staff Bylaws and Rules.
9. Oversees the Fraser Health Physicians Contracts Office and undertakes specific contract negotiations with physicians or groups of physicians providing services to Fraser Health as agreed with the Vice President Medicine.

Leadership

1. Provides leadership through mentoring, coaching, and modeling a collaborative working style and leading by influence and respect.
2. Supports leaders, medical and administrative, within the portfolio in establishing and maintaining effective working relationships.
3. Supports leaders within the Regional Departments and Medical Affairs in recruitment and credentialing of medical staff.
4. Represents Fraser Health at Provincial level committees as requested.
5. Attends Health Authority Medical Advisory Committee (HAMAC) as a voting member.

Strategic and Policy Advice

1. Provides senior medical administrative leadership and decision making in relation to professional and strategic matters.
2. Identifies emerging issues in the local, provincial, federal and international arenas that could influence standards and quality of medical practice within Fraser Health.
3. Coordinates with other Executive Medical Directors and the Vice President Medicine and liaises with the Ministry of Health 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. Identifies emerging strategic issues involving Fraser Health Medical Staff to the Vice President Medicine.

Performance Reviews

1. Ensures an appropriate process exists for performance reviews of medical staff leadership.
2. Participates with appropriate leadership in the formal annual performance reviews of medical leadership positions based on the service requirements and performance expectations.
3. Makes recommendations to the Vice President, Acute and Community Services for regular re-appointment of Site Medical Directors.

Medical Education and Academic Development

1. Liaises with the University of British Columbia to support undergraduate and postgraduate medical education.
2. Promotes opportunities for partnerships for research and education initiatives.

Dispute Resolution

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

Medical Legal Issues

Identifies 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 Executive Medical Director, Medical Affairs will actively participate in professional development activities in management and leadership as agreed with the Vice President Medicine.

Performance Evaluation

The Executive Medical Director, Medical Affairs will establish leadership goals and role performance objectives consistent with the *My Journal* process.

Performance shall be evaluation via My Journal by the Vice President Medicine and may include interdisciplinary peer input from, but not limited to:

- Medical Directors (Sites, Regional, Program, Executive)
- Chief Medical Information Officer
- Vice Presidents
- Executive Directors
- Medical Staff

QUALIFICATIONS:

Medical Degree plus Residency. Current licensure with the College of Physicians and Surgeons of British Columbia (CPSBC) plus ten (10) years leadership experience within the healthcare sector. Eligibility for membership on the Fraser Health Medical Staff. Experience in medical quality, standardization and recruitment is highly desirable as is experience with budgetary and operational planning.

COMPETENCIES:

LEADERSHIP 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.

LEADERSHIP COMPETENCIES:

- Possesses excellent interpersonal skills and can work effectively with a diversity of personalities, being approachable and showing respect for others.
- Demonstrates ability to interact with and lead the broader physician community.
- Demonstrates leadership in roles to lead and move forward complex organizational change issues across health service programs to support broad transformational objectives.
- Demonstrates ability as an effective consensus builder able to work through influence rather than formal authority.
- Demonstrates leadership abilities to incorporate program/hospital needs within the broader context of the health delivery system and multiple program requirements.
- Demonstrates 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.

Manager	Date
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People & Organization Development	Date
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Revised: 02/November/2020	Replaces: 01/April/2015
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