

Site Medical Director

2.24 SITE MEDICAL DIRECTOR

- 2.24.1 The Site Medical Director for a Facility will be accountable to the Vice President responsible for the individual Facility.
- 2.24.2 The Site Medical Director shall be a member of the Active category of the Medical Staff 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 assigned to the Facility as a site consistent with Article 4.3.6 of the Bylaws.
- 2.24.3 The President of the facility Medical Staff Association chapter at the Facility shall not be eligible for appointment to the role of Site Medical Director.
- 2.24.4 The Site Medical Director may be remunerated for services as the Site Medical Director.
- 2.24.5 The term of appointment as Site Medical Director shall be three (3) years, renewable for no more than three consecutive terms upon recommendation by the VP responsible for the Facility and the VP Medicine

2.25 *RESPONSIBILITIES OF THE SITE MEDICAL DIRECTOR*

- 2.25.1 The Site Medical Director, based on shared accountabilities with the Executive Director, is responsible for budget and operational planning, coordination and direction of care, patient access and transitions, and building an inter-disciplinary team at the facility in order to deliver quality patient centered care across the care continuum.
- 2.25.2 The Site Medical Director is responsible and accountable for providing leadership in all aspects of planning, operation and evaluation for activities of Members within the hospital.
- 2.25.3 The Site Medical Director reports to the Vice President responsible for the individual Facility with professional accountability to the VP Medicine via the Executive Medical Director.

Quality, Standardization and Performance

In partnership with the Executive Director, the Site Medical Director will support clinical staff at the hospital to effectively meet quality and standardization deliverables.

Specifically:

- ensuring appropriate standards of care and practice, based on regional standards, are developed and implemented across the inter-disciplinary team;
- ensuring defined health outcomes are being achieved at the Facility as per the Fraser Health performance report card;
- ensuring effective quality improvement and patient safety activities occur within the Facility consistent with the mandates of the VP Patient Experience, HAMAC, Regional Departments and Regional Programs;
- establishing effective communication mechanisms (quality and performance improvement network) amongst the regional programs at the Facility to allow sharing of best practices and strategies for adoption of best practices;
- advocating for resources and other supports at the Facility (including but not limited to professional practice, quality, Systems Optimization) to support quality improvement and patient safety activities;
- supporting the development and adoption of information systems and information management systems that effectively support the standardization and quality of care;
- advising Regional Department, Regional Division and Local Department Heads of any concerns relating to the practice of Medical Staff members within the Facility.

Recruitment and development

- collaborating with the appropriate Program Medical Director or Regional Medical Director for physician resource planning and recruitment of Medical Staff members at the Facility;
- working collaboratively with the appropriate Executive Medical Director to ensure that all contracts with physicians are managed effectively and in compliance with Fraser Health policies and procedures, and processes addressing credentialing and discipline of members of the Medical Staff are in place and complied with;
- ensuring that Medical Staff members understand and comply with the Medical Staff Bylaws, Rules, and Regional Department and Fraser Health policies;
- ensuring a process for orientation of Medical Staff members to the Facility

Budget and Operational Planning and Control

- In partnership with the Executive Director developing operational plans and budgets, including capital and operating budget, for the Facility to meet clinical needs of the population.
- In partnership with the Executive Director ensuring the effective, efficient utilization of program resources - human, financial, space, physical and clinical.
- Co-leading with the Executive Director and clinical leaders, mechanisms to monitor performance to budgets; developing and implementing mitigation strategies where required.
- Developing strategies to enhance Medical Staff members' understanding of the budget process and supporting involvement of Medical Staff members throughout the process.
- In partnership with the Executive Director and clinical leaders monitoring program utilization.

Leadership and Facility Operations

- Providing leadership through mentoring, coaching, and modeling a collaborative working style and leading by influence and respect.
- With the Executive Director, share decision making and accountability for Facility operations and delivery of quality patient centred care.
- Providing leadership to support and coordinate the requirements of programs operating within the Facility (connecting with regional program leaders on a regular basis), and escalate clinical delivery issues as necessary.
- In collaboration with the Executive Director, identifying and advocating for Facility specific needs in partnership with Regional Medical Directors and community organizations.
- In collaboration with the Executive Director, and in conjunction with relevant regional program and regional medical leadership, ensuring that medical services at the Facility are delivered effectively within the established Clinical Service Plans and aligned with other Facility and program activities and initiatives.
- Ensuring issues related to the delivery of medical care within the Facility are identified and, where possible, managed locally or, where necessary, escalated through Local Department Heads to the relevant, Regional Department Head/Regional Medical Director/Program Medical Director for resolution.
- Overseeing and/or directing the investigation and

documentation of complaints regarding care provided by Medical Staff members within the Facility in conjunction with the appropriate Local Department Head and Regional Department Head.

- Co-chairing with the Executive Director, Facility based committees including but not limited to Facility performance, access and flow and infection prevention and control and ensure its compliance with its terms of reference.
- Representing the Facility as requested by the VP responsible for the Facility.

Strategic and Policy Advice

- Providing senior medical administrative leadership and decision making, in relation to professional and strategic matters at the Facility level.
- Advising the VP responsible for the Facility on medical matters within the Facility
- In partnership with the Executive Director and regional programs, participating in the implementation of strategic and service delivery plans within the Facility.
- Attending HAMAC (voting member) and providing advice and consultation on strategic and policy matters.