

## Job Description

**Job Title:** Executive Clinical/Academic Department Head, Co-Leader Surgical Services

**Job Overview:**

The Executive Clinical/Academic Department Head, Co-Leader Surgical Services is a leadership position responsible for the oversight of daily operations of the Surgical department, and its divisions, in all Horizon facilities in matters related to the quality of medical care, professional development, medical staff issues, and ensures department member compliance with Horizon Health Network By-laws and Medical Staff Rules and Regulations, accountability measures in accordance with the bylaws and all Horizon Health Network policies. The Executive Clinical Academic Department Head will assist the Local Clinical Department Head with the evaluation of all new and locum tenens physicians. The Executive Academic Department Head shares responsibility for management and coordinating with the related network(s) and Surgical Management leaders/Nurse Managers.

For academic departments, the Executive Clinical/Academic Department Head is responsible for collaborating with the Faculty Department Head(s) of Dalhousie University's Faculty of Medicine to effectively integrate clinical and academic responsibilities in alignment with the strategic, operational activities of the Faculty and Horizon. The Executive Clinical/Academic Department Head will also work collaboratively with other academic departments and programs within Dalhousie and Horizon on matters related to the respective academic/clinical visions.

A fundamental role of this position is to lead the physician members within their Regional Clinical Department. This requires soliciting input, ideas, concerns and initiatives from members of the department. The Executive Clinical/Academic Department Head will champion issues of quality of care and quality improvement and communicate issues to the Chief of Staff (local and/or regional) and the Senior Medical Leaders Committee as needed. The regional lead will work effectively with the VP Medical Academic and Research Affairs to align strategic system level initiatives and priorities. In this manner, a Head shall be a conduit between other Horizon leaders including department managers, co-leads, physicians, ELT and Horizon's CEO.

**Reporting To:** Regional Chief of Staff and VP Medical Affairs

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### Qualifications:

- Hold, or be eligible for, Active medical staff privileges with Horizon Health Network
- Be eligible for an academic appointment with Dalhousie University
- Proficiency in English is required. Bilingualism would be considered an asset.

### Competencies and Capabilities

Must be an experienced leader who can demonstrate administrative management and leadership experience, including critical thinking, building coalitions with strong interpersonal skills, and have experience with system transformation, team building and change management.

### Key Responsibilities:

In addition to the duties and responsibilities set out in Section C.1.7 of the Horizon Health Network By-Laws and Section 5.03.03 of the Horizon Rules & Regulations, the Executive Clinical/Academic Department Head duties include, but are not limited to:

- In conjunction with local site leads, oversight of daily area department operations, patient care, medical education, Bylaws/Rules and Regulations related issues
- Commit to reposting, auditing and delivery feedback on area department quality improvement and assurance initiatives
- Assisting with area department privileging/credentialing and CPSNB/NBMS compliance
- Providing regular feedback and evaluation of department members and staff, Locum Tenens performance evaluations, and quarterly CPSNB reports for applicable area department members
- Aiding the Local Patient Representative in complaints against physicians and program services
- Coordinating with the surgical area network(s)
- Advisory to provincial programs such as trauma and organ donation
- Participating with strategic planning
- Participating with resource planning and recruitment matters
- Oversee educational and research activities and ensure teaching expectations are met
- Provide pre-survey reports for area departmental surveys should they be required.

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- Oversee and complete annual quality improvement reports for the area department
- Engagement in the accreditation processes of the hospital, university and national colleges.
- Ensuring departmental representation at Local Medical Advisory Committee meetings and Department Leadership Group meetings
- Chair regional department meetings and represent the area department at ad hoc committees
- Duties as assigned by the VP Medical, Academic, and Research Affairs and the Regional Chief of Staff, Area Chief of Staff, Regional Department Head, and Medical Director.

Additional duties may be assigned from time to time as may be necessary to the operation of Horizon Health Network.

### **Appointment**

The appointment is for a two (2) to five (5) year term, subject to an annual performance review and confirmation by the Horizon Board of Directors (Board) in consultation with the Horizon Chief of Staff. The Board may appoint the Executive Clinical/Academic Department Head for a second term of up to two (2) years. In some exceptional circumstances, the Board may also reappoint the Horizon Executive Clinical/Academic Department Head for a third term of up to two (2) years following a break in continuous service of at least one (1) year.

The Board may, after consultation with the Regional Chief of Staff and CEO, suspend or terminate the appointment of an Executive Clinical/Academic Department Head. Suspension or termination of an appointment as an Executive Clinical/Academic Department Head does not affect privileges. The appointment may also be terminated at any time by mutual agreement of both parties, with the Executive Clinical/Academic Department Head providing a ninety (90) day written or verbal notice to the Area Chief of Staff.