

This is a general description of the role of a Chief of Anesthesia in a hospital in Canada. Many hospitals rely on the Medical Staff By-Laws for role descriptions. This is not to replace those by-laws rather it is intended to be a guide for chiefs to define and guide their work as a Chief of Anesthesia. Some or all of this may be applicable to you depending on your hospital size and structure. The Hospital Chiefs of Anesthesia CAS section has created this description.

## **Department Chief Roles and Responsibilities**

### **1. General**

The Department Chief provides leadership and direction in support of the effective delivery of clinical services in alignment with the established mission, vision, values, medical bylaws, objectives and policies of \_\_\_ hospital. Responsibilities of the chief fall within the following areas:

- a) Clinical services delivery
- b) Strategic planning and policy development
- c) Department and Hospital administration
- d) Quality monitoring and improvement

### **2. Reporting**

Reporting to the \_\_\_\_\_ (Chief of Staff or VP or otherwise according to the hospital organization) the Chief will:

- a) Work with other hospital chiefs, administrators and others to provide leadership, guidance, and support to Department for administrative, clinical resource, and quality management initiatives.
- b) Coordinate effective operational management of the Department.
- c) Participate in Hospital strategic and policy development and implementation.
- d) Organize, develop, and deploy the medical staff of the Department.
- e) Coordinate physician involvement in quality and patient safety strategies.

As described in further detail in the sections below, reporting to the Board of Governors through the Chief of Staff and Medical Advisory Committee, the Department Chief will:

- a) Oversee the quality of medical services provided by the physicians within the Department.
- b) Develop and implement systems within the Department to administer physician appointment and reappointment in alignment with qualification and professionalism requirements for medical staff.
- c) Support the effective operation of Hospital administrative structures responsible for oversight of physician behaviour or discipline issues.

### **3. Functions**

#### **3.1 Effective Delivery of Clinical Services**

The Department Chief supports and enables the safe and effective delivery of high quality clinical services delivered through the Department. The Department Chief is responsible for developing, planning, and managing the medical human resources of the

Department in alignment with and support of the Hospital's clinical services plans. The Department Chief works with Department medical staff and Hospital governance structures to develop, establish, monitor, manage, and enhance Department performance in respect of clinical services, quality indicators, and resource utilization. Assignment of tasks to Department medical staff, including duty rosters and call lists, is under the responsibility of the Department Chief. This may be delegated however ensuring completion of these duties falls to the Department Chief.

### **3.2 Strategic and policy advice**

The Department Chief provides advice and guidance on Hospital strategic and policy initiatives affecting departmental clinical functions. This may include:

- a) Directly participating in and supporting the development of the clinical services delivery plans.
- b) Advising on medical and clinical matters arising within the Department.
- c) Participating in the development of guidelines and policies, in respect of medical/clinical matters required to support effective Hospital operations or as required by Hospital Bylaws or regulations.

### **3.3 Medical administration**

The Department Head will be responsible for the effective organization and deployment of the medical staff of their department, including:

- a) Developing and implementing the Department and Hospital physician human resource plan.
- b) Developing and implementing an effective medical leadership development and succession plan within the Department and Divisions.
- c) Developing and implementing effective Department internal management structures.
- d) Providing clinical leadership, support, and coaching to medical leaders and staff within the Department.
- e) Supporting hospital systems policies and processes which address concerns from patients regarding the quality of medical/clinical services provided.
- f) Working with site medical and administrative structures to develop effective relationships.
- g) Managing physician performance/discipline issues in accordance with Hospital policies, as required by Bylaw, or otherwise directed by the MAC.

### **3.4 Quality Monitoring and Improvement**

The Department Head will utilise and direct the resources of the Department to achieve the delivery of high quality standards of care through:

- a) Actively monitoring the overall quality of clinical practice within the Department.
- b) Encouraging best clinical/medical practice and continuous quality improvement.
- c) Driving quality improvement initiatives within the Department.

For the above functions, the Department Head will work in close collaboration with the appropriate hospital leadership.