

## **Department Chief, Anesthesiology and Pain Medicine**

The Department Chief reports to the CHEO Chief of Staff & Chief Medical Officer. Department Chiefs are hospital positions appointed by the Board of Directors. The appointment term is 5 years and may be renewable for one additional term following recommendation from an internal review committee.

### **Position Description**

The Department Chief works with the Hospital's senior administration to identify the needs of the community we serve, and the department member recruitments required to meet those needs. The Chief actively supports and aligns the Department's vision, strategic plan and goals with the vision adopted by the senior administration team and CHEO Board of Directors for the development of services to children and youth within local and referral communities under CHEO's leadership.

The Department Chief is the senior Medical Director of the Department and assumes responsibility for Medical Director role, either directly or through delegation, of various areas of the hospital that are integral to the clinical work of the Department. As Medical Director, the Department Chief of Anesthesiology & Pain Medicine assumes the role of Co-Medical Director of Perioperative Services and works in close collaboration with the Chief of Surgery co-leading the clinical Perioperative Services Patient Care leadership Team (PCLT) with their administrative dyad partner. This dyad team provides leadership regarding quality and safety of clinical care, patient partnership and clinical, laboratory, financial and other resource stewardship.

### **Clinical Leadership Responsibilities**

#### Clinical care:

1. Responsible for day-to-day quality and safety of clinical care within the Department as well as its medical operations:
  - a. Organize the Medical Staff in the Department to meet the needs of the patients we serve, and their families, to achieve CHEO's strategic goals.
  - b. Ensure adequate medical services are provided including daily after hours on call.
  - c. Ensure appropriate coverage by medical staff of ambulatory clinics.
  - d. Ensure hospital resource utilization by department is appropriate.
  - e. Monitor safety and quality indicators including wait times for access of patients to clinical services and work with Patient Care Leadership Team (PCLT) co-leads to optimize them.
  - f. Develop, in collaboration with the appropriate Patient Care Leadership Team (PCLT) co-leads, an annual departmental work plan that aligns with CHEO strategic direction, vision and priorities.

- g. Participate in decisions regarding the allocation of resources with oversight of all Departmental activities in collaboration with the relevant operations directors under the supervision of the reporting VP and guidance of the Chief of Staff, which includes input into resource allocation in the context of overall hospital resources.

#### Safety

1. Have oversight for M&M review process within department.
2. Have oversight of response to SRSs involving department (when needed).
3. Ensure recommendations coming out of safety or other review processes are implemented.

#### Patient Experience Partnerships

1. Have oversight of response to Patient Experience concerns involving department (when needed.)
2. Ensure recommendations coming out of safety or other reviews are implemented.

### **Medical Staff Leadership Responsibilities:**

1. Participate fully in the initial appointment and reappointment process and professional management for Medical Staff in your Department including annual review meetings according to our guidelines (Appendix A). Including:
  - a. Ensuring that the Medical Staff within the Department has a clear understanding of their clinical practice and academic requirements and obligations.
  - b. Providing oversight and input on matters of clinical and academic performance and professional conduct of the Medical Staff in your Department.
  - c. Ensuring completion of mandatory training requirements and adherence to hospital policies and procedures.
  - d. Providing ongoing career development guidance and access to supports (including those for wellness) for all Medical Staff in the Department.
  - e. Ensure medical staff within the division participate in continuing medical education activities.
2. Develop an annual Departmental Medical Staff human resource plan taking into consideration clinical needs of the population, the vision of CHEO and university requirements. This should be done in close collaboration with the CHEO Chief of Staff.
  - a. Recruitment as required, space requirements, impact analyses and orientation of department members.
  - b. Ensure appropriate human resource management and oversight of the members of the Department.
  - c. Ensure vacation allocations are adequate and respect Departmental guidelines.
  - d. Ensure conference leave allocations are adequate and respect Departmental guidelines.
3. Be responsible for oversight of medical staff professionalism and wellness within department in collaboration with the Chief of Staff.

- a. Provide oversight for any medical staff complaints within the department in collaboration with the Chief of Staff.
  - b. Ensure professionalism of medical staff in division and respond to any concerns in collaboration with the Chief of Staff.
  - c. Responsible to report any intimidation of medical staff, residents, medical students, and health professionals in the workplace to the Chief of Staff if needed.
  - d. Make recommendations to the Chief of Staff, regarding progressive disciplinary action if required.
4. In consultation with members of the Department, name a deputy who shall assume your duties in your absence.
  5. Provide, or make available, mentorship related to the leadership role for new medical leaders.

### **Other Leadership Responsibilities**

1. Be an active member of the Medical Advisory Committee, Department Chiefs meetings and others as deemed appropriate.
2. Be a member of the Children's Hospital Academic Medical Organization (CHAMO) board and active in the management of the Department's Alternate Funding Plan (AFP) ensuring it is utilized to meet the clinical, academic, human resource and administrative needs of the Department.
  - a. Ensure that members of the Department practice plan adhere to the accountabilities as outlined in the CHAMP AFP agreement.
  - b. Ensure that the Department practice plan has a written agreement that provides for a finance management committee with oversight of the financial aspects of the department including attention to shadow billing in divisions.
3. Foster relationships externally with the pediatrics community and hospital-based partners in the Champlain region, province and nationally, including pediatric centres, teaching hospitals and others as appropriate.
4. In addition to your administrative duties, you will be expected to contribute to the clinical and academic mission of the Department.

### **Operational Resource oversight co-responsibilities:**

1. Appropriate allocation of resources for all departmental activities with the operations dyad of manager/Director or portfolio director as appropriate which includes input into resource allocation in the context of overall hospital resources (see attached PCLT mandate).
2. Ensure appropriate coverage of ambulatory clinics and inpatient services.

3. Ensure that resources are used by department appropriately including laboratory, medical imaging, and drug stewardship.
4. Monitor wait times for access of patients to clinical services.
5. Develop, in collaboration with the appropriate PCLT co-leads, an annual Departmental work plan that aligns with CHEO strategic direction, vision and priorities.
6. Oversee administrative activities within the Department.

### **Academic responsibilities at CHEO**

1. Responsible to oversee academic activities within the department including:
  - a. Inclusion of an academic strategic plan as part of the overall department plan
  - b. Education activities
  - c. Research activities
2. Foster the development of research and other academic endeavors within the Department to enhance knowledge generation and translation to optimize the health and well-being of children which in turn will enhance the careers of the medical staff and the ability for them and other practitioners to deliver exemplary care.
3. Support members of the Department in their University promotion.

### **CHEO support to medical staff in Department Chief Role**

1. Orientation to the role and responsibilities of Department Chief
2. Leadership development opportunities
3. Administrative Support for role of Department Chief
4. Supportive escalation path for issues related to patient care, academic or medical staff issues
5. Community of practice opportunity as part of the Department Chief community
6. Annual feedback from Chief of Staff