

## **Position Description**

### **Chief of Anesthesia**

#### **Overview**

The Chief of the Department has the primary responsibility for organizing and overseeing the medical care within the Anesthesia Department, including physician credentialing and privileges, individual performance evaluation and discipline. The Chief of Department position will be open to active medical staff members within the Anesthesia department.

The Chief will also be expected to maintain a clinical practice in Anesthesia at WRHN.

#### **Position Summary and Accountabilities**

This is a senior medical position in the Department of Anesthesia. The position will be appointed by the Board of Directors of Waterloo Regional Health Network. The Chief of the Department, through the Chief of Staff, is responsible to the Board for the quality of medical care provided to patients by the members of the Department.

The Chief of the Department is accountable to the Chief of Staff as well as to the Board of Directors of Waterloo Regional Health Network.

The Chief of the Department will:

- Be a member of the Joint Medical Advisory Committee (MAC) and its' subcommittees as required.
- Hold at least ten (10) monthly departmental meetings in each year and ensure minutes are made available to the MAC through the Chief of Staff.
- Fulfill the functions and responsibilities in a manner that is consistent with the principles and expectations described within the Public Hospitals Act and the Hospital's Bylaws.
- Act in a manner consistent with the mission and values of the hospital.
- Provide leadership to the members of the department in the establishment of an interdisciplinary approach to patient-centered care.
- Collaborate with the representatives of other disciplines and other medical departments to create an environment that promotes commitment to evidence based practices and improved patient outcomes.
- Collaborate with the Medical Directors on matters pertaining to the overall operation of the department.
- Perform such additional duties as may be outlined from time to time.

#### **Medical Staff**

- Oversee and supervise the professional care provided by the medical staff within the department and advise the Chief of Staff and the President of the Hospital of any patient who is not receiving appropriate treatment and care.
- Foster an environment that supports patient-focused health care and the implementation of a knowledge-based culture to support enhanced patient services.
- Participate in the orientation of new medical staff.
- Collaborate with the hospitals regarding physician complaints.

- Participate in review of privileges and performance evaluations for departmental medical staff.
- Promote and foster the academic and professional development of department members including establishing and implementing formal weekly educational rounds.
- Responsible for discipline of departmental members in regard to matters of patient care, cooperation with hospital employees, and documentation of care.
- Promote a work environment that facilitates the recruitment and retention of staff.

#### **Qualifications**

- Member of the Active Medical Staff.
- Demonstrated clinical competence and excellent judgment and maintain respect of their peers of their specialty and others.
- Demonstrates an appropriate understanding of the purpose and functions of the medical staff organization and its structure.
- Committed to high quality patient care.
- Possess leadership ability, including objectivity, maturity, self-confidence, and a willingness to approach problems with honesty and integrity.

#### **Quality**

- Along with the Chief of Staff advise the Medical Advisory Committee with respect to quality of care and patient care issues.
- Ensure compliance with Hospital's policies, objectives and rules.
- Encourage the constant improvement of departmental and programmatic clinical standards and service.
- Develop strategies to promote clinical efficiency and effective resource utilization within the Program.
- Collaborate with the Medical Director to monitor, analyze, and evaluate aspects of quality, and risk within the Department and implement changes that promote high-quality patient outcomes through best clinical practices.
- Support and collaborate with, regional and provincial emergency medical service initiatives that are consistent with the WRHN strategic direction.

#### **Term of Office**

- The appointment of a Chief of a Department shall be for three (3) years. The Chief of a Department shall continue to hold office until a successor is appointed. The Board of Directors will appoint a Chief of a Department on the recommendation of the Medical Advisory Committee and the Selection Committee.
- The Chief of a Department may be re-appointed to a second three (3) year term. The Board of Directors will reappoint a Chief of a Department on the recommendation of the Medical Advisory Committee, as proposed by the Chief of Staff. To inform their recommendation, the Chief of Staff will utilize the Department Chief performance evaluation process.
- After the completion of two (2) consecutive terms, the position of Department Chief will be opened. Interested candidates will be interviewed by a Selection Committee, and the outgoing Department Chief is welcome to re-apply.

**Performance Evaluation**

The Chief of a Department will meet with the Chief of Staff to establish performance goals and key deliverables for the role based on the specific needs of the Department. They will continue to meet on an ongoing basis at mutually agreed upon times to discuss ongoing needs, concerns and progress in achieving performance goals and key deliverables.

The Chief of a Department will also meet with their direct reports ex. division leads at mutually agreed upon times to discuss performance goals and responsibilities at the division level and ways in which the Chief can help to support key objectives.

At the end of each three-year term, a 360° performance appraisal of the of a Department shall be conducted. It shall include evaluations done by the Chief of Staff, VP Medical Affairs, Clinical VP, Clinical Director, Peers and Self.

The Chief of Staff will use the feedback received through the mandated touchpoints and the performance appraisals to inform their decision on whether or not to recommend the reappointment of a Chief.