

CHAIR/CHIEF ROLE DESCRIPTION

The appointment of any Schulich School of Medicine & Dentistry Chair and/or Hospital Clinical Department Chief is considered a joint appointment between the University of Western Ontario the London Health Sciences Centre and/or St. Joseph's Health Care, London.

Chair/Chiefs are accountable for the leadership of the University Department and Hospital Department. They are accountable to:

- The University Senate through the Dean of the Schulich School of Medicine & Dentistry
- The LHSC and SJHC Board of Directors through the Medical Advisory Committee Chair and Integrated Vice President Medical Education & Medical Affairs

The Chair/Chief has the following broad responsibilities:

- To influence, promote, and support the University's, LHSC and St. Joseph's strategic plans;
- To develop a departmental strategy to carry out the tripartite mission of patient care, teaching, and research;
- To oversee, promote and improve the quality of patient care, teaching, education and research performed by members of the University, LHSC and St. Joseph's department;
- To develop and foster co-operative relationships among the departments' members and with other University, LHSC and St. Joseph's departments and staff;
- To ensure that all department members understand and comply with the relevant legislation, By-Laws, Rules and Regulations, policies and procedures and ethical guidelines of the University, LHSC and St. Joseph's in which they function.

Chair/Chief Competencies and Expectations

Influence Strategy

- Consult with the members of the department, other University Department leaders, the Dean, other Hospital Department leaders, Integrated Senior Medical Directors, Senior Medical Directors (LHSC), and the IVP Medical Education & Medical Affairs to evolve the Department's strategic plan aligned with University, LHSC and St. Joseph's strategic plans;
- Give direction and leadership to the activities carried out by the University, LHSC and St. Joseph's department;
- Participate as appropriate in the overall initiatives and concerns of the Schulich School of Medicine & Dentistry and LHSC and St. Joseph's;
- Effectively assess system-wide opportunities and risks in setting a course of action for the University, LHSC and St. Joseph's department.

Manage Resources

- Manage the department's financial, human, information, and technology resources and corporate resources;
- Participate with others to define resource use across the University, LHSC and St. Joseph's negotiating system-wide trade-offs to responsibly meet established goals and objectives within limitations of scarce resources;
- Monitor/evaluate ongoing use of resources in meeting established goals.

Human Resources

- Update the department's Professional Staff Human Resource Plan annually and secure corporate (University, LHSC and St. Joseph's) support for the HR plan;
- Direct the Department's recruitment, selection, Career Development and Planning (CDP) and disciplinary functions in accordance with University, LHSC and St. Joseph's guidelines;
- Recommend on University remuneration, appointment, reappointment and promotion for all faculty members;
- Recommend on LHSC and St. Joseph's appointments and re-appointments;
- Ensure all department members have a clear understanding of expectations related to patient care, academic and research responsibilities;
- Determine the leadership structure for the University, LHSC and St. Joseph's department and select leaders to ensure appropriate management at each site and/or in each division of the department;
- Identify and develop emerging leaders as part of the department succession plan.

Financial Resources

- Manage the Departmental resources from the University, LHSC, St. Joseph's, Ministry of Health and other programmatic funding as appropriate;
- Participate in preparing budgets (operating and capital expenditures) in collaboration with appropriate administration members.

Communicate Effectively

- Ensure effective, consistent communication pathways are maintained between the University, LHSC and St. Joseph's and department members;
- Actively listen, give and receive feedback;
- Present appropriate information clearly and concisely to a variety of audiences;
- Show tact and diplomacy in dealing with others;
- Keep others informed about issues that may affect them.

Build and Encourage Collaborative Relationships

- Lead a team approach to care, education and research within LHSC, St. Joseph's, the Schulich School of Medicine & Dentistry and community;
- Encourage staff participation in decision-making; promote debate and discussion of ideas;
- Formulate mechanisms for conflict management;
- Foster a collegial and collaborative environment both inter and intra-departmentally;
- Collaborate with corporate partners (the Dean, Department Chair/Chiefs, Hospital leaders) to meet the strategic plans of the institutions;
- Ensure commitments defined in the University, LHSC and St. Joseph's affiliation agreement are met;
- Build strategic partnerships with external agencies to support care, education and research;
- Participate effectively in the Joint Medical Advisory Committees (MAC) and the University's Clinical Chairs Committee, Executive Council of Schulich Council and Schulich Council.

Innovate and Achieve Results

- Champion research initiatives within the department.
- Enable translations of research into improved care.
- Encourage and strengthen an evidence-based approach to care.
- Manage and evaluate the type, level, and quality of patient care provided by members of Professional Staff within the department;
- Ensure educational objectives and commitments of the teaching programs are met;
- Manage and evaluate the courses, teaching assignments and quality of teaching provided by faculty members within the University department;
- Oversee University affiliated research programs consistent with University policies;
- Address barriers to the development and implementation of innovative ideas;
- Take action with department members not meeting clinical, teaching or research expectations and standards.

Develop Self and Others

- Foster an environment for continuous learning and research;
- Recognize accomplishments and achievements;
- Pursue learning and self-development opportunities; participate in leadership development opportunities;
- Help to improve the skills and capabilities of others through orientation and on-going performance feedback and development;
- Coordinate departmental educational programs for undergrad, postgrad and continuing education;
- Conduct Career Development and Planning (CDP) discussions regularly following guidelines provided by LHSC and St. Joseph's and University;
- Engage in activities with colleagues to share learning;
- Identify and mentor emerging leaders;
- Disseminate valuable knowledge to the broader community.

Lead Change

- Lead others in change: collaboratively setting priorities; determining procedures, methods and implementing continuous improvement strategies;
- Ensure the views, knowledge and opinions of professional staff/clinical faculty are heard in corporate initiatives by supporting involvement in corporate committees, working groups and implementation strategies;
- Model an ability to deal with uncertainty and adapt to ongoing change;
- Constructively challenge status quo.