



## JOB DESCRIPTION

**POSITION TITLE:** CHAIR, DEPARTMENT OF ANESTHESIOLOGY

**REPORTS TO:** CHIEF MEDICAL OFFICER

**POSITION PURPOSE:** Provides administrative and clinical supervision to all the specialties under the Department of Anesthesiology

### CUSTOMERS/PATIENT POPULATIONS SERVED:

- |                                  |                               |                          |
|----------------------------------|-------------------------------|--------------------------|
| X Neonatal (0-28 days)           | X Infant (29 days-12 mos)     | X Toddler (13 mos-3 yrs) |
| X Preschool Child (3-6 yrs)      | X School Age Child (6-11 yrs) | X Adolescent (12-17 yrs) |
| X Adult (18-65 yrs)              | X Elder (>65 years)           | X Physician              |
| X Employee                       | X Management                  | X Executives             |
| X Social Work Team               | X Community                   | X Other: _____           |
| X Other Health Care Professional | X Business Partners           |                          |

### JOB QUALIFICATIONS:

#### *Education & Experience:*

- a. Not Less Than (NLT) 3 years relevant experience as a Consultant or equivalent post board certification, with NLT 2 years in the same country of certification or western accredited institution or equivalent (UAE national not applicable)
- b. NLT 8 years full-time employment as a Consultant or equivalent by World Health Organization (WHO) listed medical school (Teaching Hospital) or a fully JCI-or Canadian-or Australian-accredited hospital.
  - UAE national: working as a Specialist is equivalent to working as a Consultant.
  - Presentation of log-book listing full range of procedures performed as a Consultant with letter of certification from Ministry of Health (or equivalent institution) in country of origin.

**Licensure:** Current national license/HAAD License

**Certification and other requirements:** Certified proof of CME

**PHYSICAL REQUIREMENTS:** Has the ability to work 8 hours per day.

PERFORMANCE STANDARDS	KNOWLEDGE, SKILLS AND BEHAVIORS
1. Policies, Procedures and Practices	Consistently complies with SKMC policies, procedures and practices.

2. <i>Regulatory Requirements</i>	Completes and maintains all regulatory requirements including: licensure and certification and other mandatory training within established time frames.
3. <i>Supervision of Clinical Services</i>	<ul style="list-style-type: none"> <li>• Supervises all clinical activities of the department</li> <li>• Recommends clinical privileges for each member of the department</li> <li>• Recommends offsite sources for care, if not provided within the institution</li> <li>• Provides ongoing assessment and improvement of the department's clinical performance</li> </ul>
4. <i>Manages Administrative Duties</i>	<ul style="list-style-type: none"> <li>• Observes the by-laws and adheres to the policies and procedures of the institution.</li> <li>• Coordinates with the Chief Medical Officer on all administrative activities of the department</li> <li>• Develops the policies and procedures that guide provision of services within the department.</li> <li>• Develops in cooperation with the Chief Medical Officer and the Office of Professional Staff Affairs (OPSA) a recruitment and retention plan for the department.</li> <li>• Provides ongoing assessment and improvement of the department's performance</li> <li>• Coordinates and integrates services intradepartmentally and interdepartmentally</li> <li>• Ensures that safety regulations within the department are met</li> <li>• Develops and maintains staff job description</li> <li>• Ensures that, another member of the department is designated to carry out all of these duties while on leave</li> </ul>
5. <i>Responsible for the Recruitment Process</i>	<ul style="list-style-type: none"> <li>• Determines the qualifications and assesses the competency of all members of the department</li> <li>• Carries out, or receives and reviews from Heads of Divisions, annual performance evaluations of physicians within the Department and assures that these evaluations are forwarded to the credentials Committee for their review.</li> </ul>
6. <i>Oversee Quality Improvement</i>	<ul style="list-style-type: none"> <li>• Develops and maintains appropriate quality control programs for the department</li> <li>• Advocates for an interdisciplinary approach to care delivery</li> <li>• Develops a quality improvement program in the department</li> <li>• Makes sure that all staff activities are in compliance with the hospitals policies and procedures</li> </ul>
7. <i>Organize and attends Meeting</i>	<ul style="list-style-type: none"> <li>• Convenes and Chairs regular meetings of the department</li> <li>• Participates as a member of the Medical Executive Committee</li> </ul>
8. <i>Administer Research Program</i>	<ul style="list-style-type: none"> <li>• Promotes research within the department and the hospital</li> </ul>
9. <i>Administer Education Program</i>	<ul style="list-style-type: none"> <li>• Promotes and participates in an ongoing education and training of all medical staff in his/her section, including participation in hospital symposia and specialist meeting</li> </ul>