



## JOB DESCRIPTION

**JOB TITLE:** Chair, Family Medicine and Director, Family Medicine Clinics

**REPORTS TO:** Chief Medical Officer

Chief Operating Officer

### **DIRECT REPORTS:**

- Family Medicine Lead Physicians
- Home Care Director
- Home Care Manager
- Administrative Staff of the Family Medicine Clinics

### **SUMMARY**

The Chair of the Family Medicine is responsible for healthcare related to the Family Medicine Clinics and Home Care by ensuring the highest quality of care and service, and consistency in the standard of practice. He /she supports and facilitates an interdisciplinary team approach to the delivery of care; this includes creating an environment in which collaboration is valued and excellence in clinical care, education, and research is promoted and achieved.

### **ALLOCATION OF TIME**

- Clinical 50%, and Administrative 50%

### **MINIMAL QUALIFICATIONS**

- *Certified by the American Board of Family Medicine , (or equivalent), or with certification in a Specialty of Medicine.*
- License to practice medicine in Abu Dhabi, and compliance with Health Authority- Abu Dhabi (HAAD) guidelines.
- Ten years or more experience practicing Family Medicine or its Specialties, with demonstrated knowledge as a leader.



## DUTIES AND RESPONSIBILITIES

1. Identifies and articulates the vision, strategic direction and growth of the Family Medicine Clinics and Home Care , and collaborates on the implementation of strategies to achieve them.
2. Provides leadership and direction for the development of strategies to promote the recruitment, retention, and recognition of excellent medical staff, and collaborates with the Lead Physicians to execute them.
3. Participates in the planning, implementation, and evaluation of clinical programs and services, ensuring appropriate resources for the delivery of care.
4. Participates with the Lead Physicians in providing recommendations regarding compensation and benefit programs for medical staff in all specialties, and allied health professionals working in the Family Medicine Clinics, and updates them regularly.
5. Working with the Office of Professional Staff Affairs (OPSA), serves as the physician leader that provides recommendations to the CMO regarding physician productivity, quality, access, and patient and staff satisfaction, and how they would impact compensation.
6. Works with the Chief Medical Officer (CMO), to establish and update the work week standards for all physicians on the staff, and ensures that there is appropriate coverage for patients.
7. Serves as the spokesperson for the staff of the Family Medicine Clinics and Home Care at SKMC. Advises the senior leadership of SKMC and individual clinical facilities by providing input related to the effects of decisions and change on the quality care provided to patients.
8. Serves as an agent of the hospital's leadership in promoting and implementing the policies of the hospital.
9. Determines the qualifications and assesses the competency of all members of the department. In collaboration with the Office of Professional Staff Affairs (OPSA) coordinates and provides oversight of all medical staff of the Department as it relates to credentialing, re-credentialing and privileging.
10. Promotes and fosters a multidisciplinary approach to patient care, and the coordination of care among disciplines.
11. Collaborates with the Chief Nursing Officer (CNO), as well as Chairs and Division Chiefs of other clinical disciplines to optimize the delivery of care to patients.
12. Ensures that the patient care delivery model(s), clinical and staffing standards for all physicians in the Department are consistent with current professional standards as well as the mission, vision, and values of the organization.



13. Ensures patient, customer and employee satisfaction while maintaining clinical excellence, and aims to reach the standards set by the Hospital on an annual basis.
14. Ensures continuity and consistency of patient care across the organization.
15. Ensures that the staff of the Family Medicine Clinics and Home Care provides services that are in compliance with all applicable standards and requirements of Joint Commission International (JCI), Health Services Company of Abu Dhabi (SEHA), HAAD, and all other applicable regulatory bodies.
16. Guides and supports the professional development of the Family Medicine Clinics and Home Care physicians and allied health staff, and makes recommendations for training or work modification to include orientation, professional development, and continuing education needs.
17. Collaborates with universities and schools of medicine, to ensure an effective learning environment for students, trainees and medical staff.
18. Acts as a role model for students, residents and all physicians of the Family Medicine Clinics and Home Care.
19. Participates in the development of a budget for the Family Medicine Clinics and Home Care, and monitors the financial performance of the Department.
20. Makes recommendations for the purchase of capital and other equipment, and participates in the evaluation of products for use by different members of the Department, to ensure their safety and efficacy.
21. Leads the Annual Professional Review (APR) of the medical staff, and ensures that the review is completed in a timely manner, and in compliance with Hospital guidelines and policies.
22. Ensures that physician members of the Department practice evidence based medicine and optimize the use of Electronic Medical Records.
23. Participates in the development of clinical pathways, guidelines and protocols for the care of patients.
24. Collaborates with the Chief Quality Officer (CQO) to develop performance improvement projects, and develops Morbidity and Mortality conferences, sentinel event reports, incident reports, Key Performance Indicators (KPIs), metrics and dashboards for the Department, to help develop a culture of high quality and patient safety, cost effectiveness, efficiency and efficacy of care for the Department.
25. Adheres to requirements of the Occupational Health and Safety Guidelines and Infection Control Guidelines.



26. Maintains confidentiality of all information in accordance with hospital policy and the United Arab Emirates (UAE) Professional Code of Conduct for Physicians.
27. Understands and practices Hospital and Human Resources Policies and Procedures, including disciplinary actions.
28. Attends training sessions offered by the hospital as appropriate and upholds his / her professional portfolio while annually attaining the number of hours of Continuing Medical Education (CME) required for HAAD licensure. Ensures that the Lead Physicians are held accountable for their performance in that regard.
29. Participates in the proceedings of the Medical Executive Committee (MEC), and other committees as requested by the CMO.
30. Develops goals and objectives for the Department, prepares progress reports as directed, and submits to an APR by the CMO.