



JOB DESCRIPTION

TITLE: Chair, Department of Medicine

REPORTS TO

- Chief Medical Officer (CMO)

SUMMARY:

Reporting to the Chief Medical Officer (CMO) of Sheikh Khalifa Medical City (SKMC) in Abu Dhabi, the Chair of Medicine is responsible for the overall direction and the management of the Department of Medicine. He will work towards making the Department an Institute, and bring to SKMC the caliber of physicians and specialists associated with the highest quality of care.

QUALIFICATIONS

- Board Certification by the American Board of Internal Medicine, or equivalent, to meet the Professional Quality Requirements (PQR) established by Health Authority of Abu Dhabi (HAAD).
- Five to ten years experience in a management position, leading a group of physicians.

DIRECT REPORTS

- Section Heads
 - Internal Medicine
 - Dermatology
 - Hematology
 - Endocrinology
 - Gastroenterology
 - Infectious Disease
 - Nephrology
 - Neurology
 - Oncology
 - Respiriology
 - Rheumatology

DUTIES AND RESPONSIBILITIES

1. Identifies and articulates the vision, strategic direction and growth of the Department of Medicine as well as its specialties, 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 Section Heads to execute those strategies.
3. Participates in the planning, implementation, and evaluation of clinical programs and services, ensuring appropriate resources for the delivery of care.
4. Implements clinical guidelines and protocols and promotes the adoption of evidence based medicine, quality and efficiency of clinical practice.
5. Coordinates with the CMO on all administrative activities of the Department and serves on all requested committees, including the Medical Executive Committee.
6. Works to develop the Department and serves as the spokesperson for the staff of the Department 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 of care provided to patients.
7. Ensures that the staff of the Department 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.
8. Supervises all clinical activities of the Department.
9. Promote and encourage clinical research in the Department.
10. Enforces hospital by-Laws, policies and regulations.
11. Ensures that the department operates medical practice within the mission and strategy of the SKMC enterprise with fiscal responsibility.
12. Adheres to requirements of the Occupational Health and Safety Guidelines and Infection Control Guidelines.
13. Understands and practices Hospital and Human Resources Policies and Procedures, including disciplinary actions.
14. 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.

15. Evaluates new procedures and technologies and makes recommendations to the Chief Medical Officer and the Medical Executive Committee.
16. Works to achieve the highest level of physician and staff satisfaction.
17. Ensures that physician members of the Department of Medicine optimize the use of Electronic Medical Records.
18. Maintains confidentiality of all information in accordance with hospital policy and the United Arab Emirates (UAE) Professional Code of Conduct for Physicians.
19. 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 Section Heads and the physicians in the Department are held accountable for their performance in that regard.
20. Collaborates with the Chief Quality Officer (CQO) to develop performance improvement projects, and develops Morbidity and Mortality conferences, sentinel event reports, incident reports, Patient and Staff Satisfaction, access, metrics and dashboards, Key Performance Indicators (KPIs), for the Department, to help develop a culture of high quality, patient safety, cost effectiveness, efficiency and efficacy of patient care.
21. Acts as a role model for students, residents and all physicians of the Department.
22. Collaborates with universities and schools of medicine, to ensure an effective learning environment for students, residents and medical staff of the Department.
23. Ensures that the patient care delivery model, 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.
24. Promotes and fosters a multidisciplinary approach to patient care, the coordination of care among disciplines, and ensures continuity and consistency of patient care across the hospital.
25. Works 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 their compensation.
26. Participates with the Section Heads in providing recommendations regarding compensation and benefit programs for medical staff and allied health professionals in all specialties working in the Department and updates them regularly.



27. Works with the Chief Medical Officer (CMO) and OPSA to establish, monitor and update the work week standards for all physicians on the staff, and ensures that there is coverage on a 24-7 basis for all hospitalized patients as well as patients in an ambulatory setting.
28. Participates in the development of a budget for the Department, and monitors its financial performance.
29. 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.
30. Determines space allocation and other resources needed for the Department to function
31. Guides and supports the professional development of the Department's physician and allied health staff, and makes recommendations for training or work modification to include orientation, professional development, and continuing education needs.
32. Collaborates with the Chief Nursing Officer (CNO), as well as Chairs and Section Heads of Medicine and other clinical disciplines, so as to optimize the delivery of care to patients.
33. Leads the Annual Professional Review (APR) of the medical staff in the Department, and ensures that the review is completed in a timely manner, and in compliance with Hospital guidelines. Holds the Section Heads accountable in this regard.
34. Investigates complaints against physicians of the department and makes recommendations to the Chief Medical Officer.
35. Promotes collaboration between organizational departments, institutional leadership, community organizations and Cleveland Clinic entities.
36. Creates an environment and culture of excellence in service, patient care, innovation, education, quality and team work.
37. Develops personal goals and objectives and for the Department, prepares progress reports as directed, and submits to an APR by the CMO.