DEPUTY DEPARTMENT HEAD OF SURGERY
Clinical Programs, Operations and Quality

DATES
January 1, 2025 – December 31, 2029 (Five Years)

QUALIFICATIONS / CHARACTERISTICS OF IDEAL CANDIDATE
The Department of Surgery is looking for a surgeon who has significant leadership experience and has a respected profile in the physician community to serve as the Deputy Department Head: Clinical Programs, Operations, and Quality. They must be an active member of the Department of Surgery Calgary Zone AHS in good standing. They require effective communication skills and a track record of engaging their team members. They will assist the Zone Clinical Department Head of Surgery in carrying out their duties. They will also help to oversee specific programs in the department. Please see full list of deliverables below for an overview of this position.

SCOPE OF POSITION / DELIVERABLES

Overarching Principles of Position
- To assist the Zone Clinical Department Head and the other Deputy Department heads in their duties.
- To oversee and support various clinical programs, and initiatives, in the Department of Surgery and Surgical Services, Calgary Zone, AHS, related to operational aspects of the delivery of surgery, as well as maintaining and improving the quality of surgical care for our patients.

Medical Staff Rules – Outline of Responsibilities for all Deputy Department Heads
- The Deputy Zone Clinical Department Head shall assist the Zone Clinical Department Head in carrying out their duties.
- The Deputy Zone Clinical Department Head shall act for the Zone Clinical Department Head in their absence and as their designate for those duties assigned to the Zone Clinical Department Head or designated by the Bylaws and these Rules.
- In addition, the Deputy Zone Clinical Department Head will be responsible for all Practitioner-related matters delegated to them by the Zone Clinical Department Head. They will have the duty to provide recommendations to the Zone Clinical Department Head regarding delegated departmental issues and decisions.
- Other duties as may be delegated by the Zone Clinical Department Head

Responsibilities shared/overlapping with the other Deputy Department Heads of Surgery
- To attend committees assigned by the Zone Clinical Department Head of Surgery and to act as their delegate, if necessary, on these committees.
- To support the Department Head to develop and implement the strategic plan of the department.
• To support and contribute to department events including departmental retreats, awards ceremonies, section or program reviews, and educational events. This includes helping to identify nominees for awards.
• To assist the Zone Clinical Department Head, along with the other deputies in the department, in leading ad hoc or unforeseen situations that affect members of the department e.g., pandemics, code orange events, etc.
• To support the Department of Surgery Facility Site Chiefs to address issues that fall within the remit of this position.
• To assist facility site chiefs in the management of disruptive physician conduct recognized as a repetitive behaviour.

Specific Areas of Responsibility

• **Acute Care Coverage**
  o To support the Acute Care Coverage Program which includes the Clinical Surgical Assistant Program, Clinical Associate program, the Resident Extender in Surgery Program, the physician assistants, and nurse practitioners in the Department of Surgery. This program also includes oversight of diversion processes and guidelines.
  o To support the department manager with workforce planning related to acute care coverage including clinical surgical assistants, clinical associates, nurse practitioners, and physician assistants.

• **Zone Surgical Services Operations**
  o To support surgical services operational leaders with issues relating to optimizing surgical wait times (including ACATS), managing surgical volumes at the acute care hospital sites, and supporting initiatives arising from the surgical sites.
  o This position includes attending operational meetings, representing the Department Head in their absence, including the surgical suites committee meetings at the 5 sites, and the bimonthly zone surgical services operations committee.

• **Chartered Surgical Facilities**
  o Support the Medical director of Chartered surgical facilities regarding issues of safety, access, or productivity, related to those facilities.

• **Surgical Quality – Patient Concerns**
  o To work with the Patient Concerns Coordinator to identify and organize opportunities for educational activities that will promote the development of patient concern prevention skills for members.

• **Surgical Quality – Quality Assurance and Safety**
  o Attending the Surgical Services Quality Assurance Committee and working with the Department of Surgery Quality and Safety Physician Lead to implement safety initiatives across the Calgary zone, AHS.

• **Surgical Quality – Quality Improvement**
  o Attending the Calgary Zone Surgical Quality Council and working with the Department of Surgery Physician Lead for Quality Assurance and Improvement (Office of Surgical Quality Director) to implement initiatives to improve surgical quality across the Calgary zone, AHS.
ADMINISTRATIVE SUPPORT
This leadership position is supported by a 0.5 administrative assistant in the Department of Surgery.

ACCOUNTABILITY
This leader will work closely with the other deputies in the department and the department manager and will report to the Department Head of Surgery.

FTE
0.5 FTE
Medical Affairs Grid

APPLICATION
Please send your letter of intent addressed to Dr. Kevin Hildebrand, your curriculum vitae, and the names of three referees to Maggie Leung, contracts coordinator for the Department of Surgery.

surgeoncontracts@albertahealthservices.ca

DEADLINE
June 30, 2024

INFORMATION
For questions regarding this leadership position, please contact Dr. Marcia Clark or Dr. Kevin Hildebrand
Marcia.clark@ahs.ca
Kevin.hildebrand@ahs.ca