DEPUTY DEPARTMENT HEAD OF SURGERY
Governance and Physician Services

DATES
October 1, 2024 – September 30, 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 Governance and Physician Services. They must be an active member of the Department of Surgery Calgary Zone AHS in good standing. They require effective communication and organizational 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 areas 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 maintain the alignment between the focus and strategic goals of the Department of Surgery and the mission of the Cumming School of Medicine and the mission of Alberta Health Services.

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 Section Chiefs to address issues that fall within the remit of this position.
• To assist section chiefs and directors and vice chairs in the management of disruptive physician conduct recognized as a repetitive behavior.

Specific Areas of Responsibility

• **Workforce Planning and Hiring of Surgeons**
  o To support the section chiefs with workforce planning of surgeons.
  o Work with the Contracts’ coordinator and the Department Manager, in conjunction with the Section Chiefs and the Department Member Liaison, in the hiring of new full-time surgeons, clinical or academic, and locum surgeons. Oversite of the hiring process from initiation to selection, to privileging and contract.

• **Physician Onboarding, Review, Transitioning**
  o Support the Section Chiefs with onboarding of new surgeons including obtaining academic objectives and identifying mentors.
  o Support the Section chiefs with the probationary and periodic review process outlined by AHS bylaws.
  o Assist section members and Section Chiefs with identifying and transitioning of surgeons including absences from clinical practice, senior surgeon, retirement, etc.

• **Department of Surgery Leadership positions**
  o Work with the Contracts’ coordinator and the Department Manager, in the hiring of surgeon leaders for the department. This process also includes reviewing and modifying deliverables, conducting exit interviews, and chairing selection committees as the delegate for the Department Head.
  o Support the development of surgical leaders in the department.

• **Global Surgery Initiatives – Local and Global**
  o Work in conjunction with surgeon leaders interested in global surgery to support initiatives related to equalizing health care access both locally and internationally.

• **Communications**
  o Work with the Communications Coordinator in the department and oversee the website, The Blade, the Annual Report, the newsletter, and any policy related to communications.

• **Clinical ARPs**
  o Main physician contact to assist services presently in, or exploring the possibility of, a clinical ARP arrangement.

**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. Frankie Fraulin or Dr. Kevin Hildebrand

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Kevin.hildebrand@ahs.ca