

**POSITION DESCRIPTION**  
**MEDICAL DIRECTOR – QUEEN ELIZABETH HOSPITAL**

**PURPOSE:**

1. The Medical Director of the Queen Elizabeth Hospital (the “Medical Director”) is responsible for providing medical leadership and expertise for the Queen Elizabeth Hospital (“QEHS”). This is accomplished by liaising, collaborating and prioritizing with the physician community to ensure effective delivery of medical services.
2. The Medical Director is a critical member of Health PEI and the QEHS management team, reporting directly to the Chief of Emergency Health Services, Long Term Care and Hospital Services East, with matrix reporting to the Chief Administrative Officer of Emergency Health Services, Long Term Care and Hospital Services East, Chief Mental Health and Addictions Services, and Chief Administrative Officer of Mental Health and Addictions Services.

**ROLES AND RESPONSIBILITIES:**

3. The Employee shall execute diligently and to the best of her ability the duties and responsibilities listed hereunder.
4. In general, the Employee, as Medical Director will be expected to develop and demonstrate capabilities in line with the LEADS Framework as adopted by Health PEI. The LEADS Framework refers to capabilities of Lead Self, Engage Others, Achieve Results, Develop Coalitions, and Systems Transformation.
5. The Employee will be expected to understand and apply the principles of the “Leads Self” competency of the LEADS framework through being a role model with respect to personal integrity, emotional resilience, emotional self-awareness and regulation, and to engage in continuing education, both formal and informal. More specific roles and responsibilities in relation to other LEADS capabilities are outlined below.
6. The Medical Director is expected to perform the following general duties, also within the context of LEADS:

**(A) Policy and Planning**

- Establish, as part of the management team, priorities, strategies and action plans to achieve stated outcomes, goals and objectives;
- Monitor progress towards the achievement of stated objectives;
- Implement policies and practices consistent with corporate objectives;
- Interpret and communicate Health PEI and/or QEH policy to physicians and ensure compliance with such policy;
- Recommend policies and guidelines relating to medical/clinical matters consistent with Medical Staff Bylaws of Health PEI;
- Provide advice to the Chief of Emergency Health Services, Long Term Care and Hospital Services East, the Chief Administrative Officer of Emergency Health Services, Long Term Care and Hospital Services East, Chief Mental Health and Addictions Services, and /or Chief Administrative Officer of Mental Health and Addictions Services on medical/clinical matters.

**(B) Human Resources Management**

- Encourage and support a positive work environment to ensure positive staff morale and quality services;
- Promote a climate and develop mechanisms which ensure constant upgrading and currency of physicians' skills;
- Encourage and support management training for physicians in leadership roles;
- Establish and foster effective working relationships with and between the various professional groups within the QEH;
- Plan for and ensure appropriate utilization of medical human resources;
- Participate in QEH physician recruitment processes;
- Work with Department Heads in developing a medical staff HR plan and ensure the process for credentialing and maintenance of professional standards are established and followed;
- Ensure medical staff are compliant with Health PEI's Medical Staff Bylaws, rules and regulations;
- Assist the Chief of Staff and Department Heads in the performance appraisal process for members of the medical staff;
- Conduct investigations or assist in the investigative process, if and as required pursuant to Health PEI's Medical Staff Bylaws, rules and regulations, or Health PEI policies.

**(C) Quality Monitoring and Improvement**

- Ensure performance and quality data are collected and maintained to support utilization initiatives;
- Ensure effective processes and mechanisms are in place to encourage best practice to improve clinical outcomes and quality;
- Function as a strong advocate for evidence-based medical and clinical practice;

- Ensure the development and monitoring of patient outcomes;
- Monitor, and incorporate into action plans, patient and patient-family feedback;
- Participate as a member of or chair various quality committees, as required, including but not limited to established Quality Improvement Committees, and other quality improvement initiatives.

**(D) Leadership**

- Assist clinical Department Heads and committee chairs in setting and obtaining objectives for the improvement of the quality of medical care and resource utilization;
- Promote the development and implementation and coordination of client-focused programming;
- Develop and support clinical Department Heads in managing their departments;
- Mentor and coach medical staff to success;
- Mobilize physician involvement in decision-making and commitment toward implementing organizational goals.

**(E) Risk Management**

- Conduct and ensure processes are in place for medical risk management, and ensure such processes are functioning appropriately.

**(F) Communication**

- Act as primary spokesperson for medical matters to the community and media.

**(G) Management and Administration**

- Promote continuity of care by facilitating patient flow between levels of care and facilities;
- Advise medical staff on new and current Health PEI or QEH policies, strategic directions, rules regulations, etc.;
- Chair the Local Medical Advisory Committee (“LMAC”) and act as liaison between the Provincial Medical Advisory Committee (“PMAC”), administration, the Medical Advisory Committee and Medical Staff;
- Participate in PMAC;
- Attend medical staff meetings to facilitate open channels of communication and aid in issue resolution;
- Participate in administrative on-call for the QEH.

7. The Medical Director is also expected to perform or engage in such other duties as may be required or directed by Health PEI.