



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	MEDICAL DIRECTOR OF ANESTHESIA
<b>DEPARTMENT:</b>	SURGERY DEPARTMENT, SELKIRK REGIONAL HEALTH CENTER
<b>UNION:</b>	DOCTORS MANITOBA

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL CHIEF MEDICAL OFFICER
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Chief Medical Officer (CMO) of the RHA appoints the Medical Director of Anesthesia. The Medical Director of Anesthesia shall assist the Regional CMO as appropriate in carrying out the Regional CMO's responsibilities as set out in the Provincial Medical Staff By-Laws. The Medical Director of Anesthesia is responsible for the quality of the care given by the group of anesthesiologists supporting the IERHA surgical and obstetrical program. He or she works closely with site administration, site CMO and the Medical Staff to create a harmonious, patient-focused, health-care system for the community. He/she also works closely with the Regional CMO and surgeons to provide leadership advice on regional anesthesia related strategies, staffing policies and standards of care. The Medical Director of Anesthesia is recognized as a member of the IERHA leadership team and will be actively involved in the development of IERHA planning including strategies, financial management, etc.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Administrative time required of .05 EFT
- The incumbent would be required to participate in the Anesthesia group rotation.
- Would be responsible for developing standards and procedures for a functioning Anesthesia department in a rural regional referral center.

- To ensure the functioning of the Anesthesia program organization. To be responsible for the professional conduct of all the physicians on staff, promoting a workplace environment, which is collaborative and respectful.
- Works in collaboration with the Surgical program lead and the Surgery CTM to identify agenda items for discussion at the Surgical Utilization meetings
- Encourages Anesthetists to participate in the Clinical Practice Guidelines
- Will work with the Provincial Health Care system (Shared Health Program lead) in developing local standards
- To provide support and cooperation to the other professional team members in the interests of ensuring quality of care;
- To ensure adequate orientation as to Anesthesia Medical Staff responsibilities, practice procedures and physical facilities by all new physicians, including locums prior to their assuming duties within the facility;
- To ensure peer review and audit activities are scheduled in accordance with the College of Physicians and Surgeons of Manitoba;
- To advise the Regional CMO in situations concerning unethical/negligent behavior of a physician(s) for non-compliance with the By-Laws, and Rules and Regulations;
- Meets with the Surgical CTM on a regular basis to discuss matters of mutual interest;
- Will take the lead on local investigation of complaints and occurrences involving Anesthesia Staff;
- To act as a catalyst in encouraging members of the Anesthesia Staff to actively participate in continuing education and other professional activities;
- Participates on appropriate committees and planning sessions as required;
- Participates in the trial and selection process of patient care equipment.
- Works in conjunction with other members of the health care team to promote various new initiatives, projects and practices/processes with a continuous quality improvement framework in mind.
- Ensures appropriate physician engagement as needed. Facilitates the removal of barriers, which will lead to success.
- In his/her, absence the Anesthesia Lead shall delegate his/her responsibilities to another physician acceptable to the Regional CMO.

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#### **QUALIFICATIONS**

- A medical practitioner, qualified to practice Anesthetic Medicine in the Province of Manitoba and in good standing with the College of Physicians and Surgeons of Manitoba;
- A member of the active Medical Staff of the Interlake-Eastern RHA
- Strong communication skills;
- Demonstrated leadership and management skills inclusive of coaching/mentoring and performance management skills. Willingness to participate in ongoing training related to enhancing leadership/management skills.
- Demonstrated ability to work respectfully and harmoniously with all members of the health care team and external partners and agencies.
- Understanding of current evidenced-based trends in Anesthesia related health care

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - No hazardous or significantly unpleasant conditions.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day-to-day activities. Follows all safe work practices and procedures and immediately communicates any activity or action, which may constitute a risk to patient safety.

Created:	<hr/> July 11, 2018 Date <i>Sherri Ullett</i>	
Revised:	<hr/> Date <i>Dr. Myron Thiessen</i>	
Approved by:	<hr/> Regional Manager/ Supervisor	<hr/> Date
Approved by:	<hr/> Vice President/ CEO	<hr/> Date
Reviewed by:	<hr/> Vice President, Human Resources	<hr/> Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*