

# **Chief of Staff, Cormorant Island Community Health Centre**

## **Role Focus**

The Chief of Staff is the most senior medical leader at an acute care site. As the representative of the Chief Medical Officer at the site, the Chief of Staff ensures the delivery of high-quality, safe, and patient-centered care at the site level. This senior leadership position provides strategic, operational, and governance leadership while fostering collaboration among medical staff, care teams, and senior leadership to advance Island Health's objectives.

This role functions alongside an operational counterpart. Together, you will jointly lead the delivery of high-quality, efficient, and culturally safe health services at North Island Hospital – Comox Valley. The co-leadership model values shared accountability, joint decision-making, and the integration of medical and operational perspectives.

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## **Key Impact Areas**

As Chief of Staff, you will be responsible for:

### **Quality**

- High quality and safety of care delivered at the facility. Identifying and analyzing facility level quality issues and supporting resolution of local quality issues in collaboration with Site Director and Site Chiefs.
- Co-leading site-level quality planning and prioritization through the local quality and operations committee.
- Utilizing clinical quality metrics data, including patient safety data, to monitor hospital performance, defining and implementing necessary improvements.
- Supporting accreditation processes.

### **Strategy**

- Leading site-level strategic planning in partnership with their co-leader.
- Ensuring the participation of the Medical Staff in setting and achieving the objectives of Island Health.

### **Operations**

- Ensuring smooth daily site-specific operations and addressing site-specific challenges in partnership with your co-lead.
- Overseeing all medical staff services at the site.
- Liaising with the identified practitioner for each call group to ensure the on-call schedule is completed and submitted to the department or division head.

- Providing oversight to physician contracted services, as required including APP, Sessions, and MOCAP).
- Participating in resource allocation decisions.
- Supporting medical teaching, student placements, and residency programs on-site.

### **Governance**

- Act as the Chief Medical Officer's representative at the site including addressing conflict resolution, quality concerns, and coverage planning.
- Conducting credentialing and privileging activities at the site, acting as a primary contact for Medical Staff in the process and liaising with departmental leadership as required.
- Leading local recruitment processes.
- Participating in workforce planning and clinical services planning discussions to identify current and future needs at the site.

### **Communication & Collaboration**

- Regular communication with Site Chiefs.
- Developing and building relationships with Medical Staff and the Medical Staff Association, members of the care team, and senior leadership for increased efficiency and responsiveness of existing operations.
- Providing leadership for committees and ensuring Medical Staff representation.
- Promoting and communicating Island Health strategic priorities for Medical Staff and partners at the site.

### **Other duties as assigned.**

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## **The Details:**

Co -lead:	Site Director
Reporting to:	The Executive Medical Director responsible for the North Island Hospital – Comox Valley
Direct Reports:	All Site Chiefs at North Island Hospital – Comox Valley
Committee	Chair, Local Medical Advisory Committee
Responsibilities:	Co-chair, Acute Quality and Operations Excellence Council Member, Integrated Clinical Governance Council Member, Health Authority Medical Advisory Committee Member, Chief of Staff Quarterly meetings Other committees as required
Time Requirements:	0.5 FTE

Compensation: \$127,786 per year

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## **Qualifications and Competencies**

- Doctor of Medicine, Nurse Practitioner, or Midwife with current registration and good standing with their respective College and with specialty or subspecialty training, as required of the role.
- Active Medical Staff privileges with Island Health.
- Training and/or experience in multidisciplinary quality improvement and/or patient safety is an asset.
- Prior medical leadership experience strongly preferred.
- Demonstrated commitment to formal leadership education is an asset (e.g., UBC Sauder Physician Leadership Program, CMA Physician Leadership Institute, SFU Physician Leadership Series, or equivalent).
- Strong verbal and written communication skills.
- Demonstrated ability to adapt to a dynamic healthcare environment with initiative and resilience.
- Strong interpersonal skills with the ability to build and sustain professional relationships at all levels.
- In-depth understanding of health services and operational systems.