

# Chief of Staff, Royal Jubilee Hospital

## 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 oversees 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 site operational directors. Together, you will jointly lead the delivery of high-quality, efficient, and culturally safe health services at Royal Jubilee Hospital. 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

- Overseeing the 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 Directors 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 site directors and site chiefs
- Engaging the medical staff to ensure their participation in setting and achieving the objectives of Island Health.

### Operations

- Working closely with your co-leads to oversee daily site-specific operations and addressing site-specific challenges in partnership with your co-lead.
- Overseeing all medical staff services at the site with the support of specialty site chiefs.
- Providing oversight to physician contracted services, as required including APP, Sessions, and MOCAP).
- Working with site chiefs and directors, participate 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 in collaboration with specialty site chiefs, division heads and department heads.
- Participating in workforce planning and clinical services planning discussions to identify current and future needs at the site.

### **Communication & Collaboration**

- Regular communication with local Site Chiefs and Division Heads.
- Collaboration with Chief of Staff of Victoria General Hospital around shared clinical services.
- Collaboration with community partners around issues pertaining to acute services
- 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 Directors, Clinical Operations for Royal Jubilee Hospital
Reporting to:	The Executive Medical Director responsible for Royal Jubilee Hospital
Direct Reports:	Site Chiefs at Royal Jubilee Hospital
Committee Responsibilities:	<p>Co-Chair, Local Medical Advisory Committee</p> <p>Co-chair, Royal Jubilee Hospital Acute Quality and Operational Excellence Committee.</p> <p>Voting Member, South Island Integrated Quality and Operations Excellence Council</p> <p>Voting Member, Health Authority Medical Advisory Committee</p> <p>Member, Chief of Staff Quarterly meetings</p> <p>Other committees as required</p>
Time Requirements:	0.7 FTE
Compensation:	\$178,900 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.