

Deputy Chief of Staff, Tofino General Hospital

Role Focus

The Deputy Chief of Staff is a senior medical leadership role that supports the Chief of Staff in advancing high-quality, safe, and patient-centered care at Tofino General Hospital. Acting as a key delegate and partner to the Chief of Staff, the Deputy Chief of Staff assists with site-level medical leadership, operational alignment, and engagement of Medical Staff.

The Deputy Chief of Staff helps ensure continuity of medical leadership, contributes to priority initiatives, and may act on behalf of the Chief of Staff when delegated.

This role functions alongside the same operational co-lead as the Chief of Staff and works in close collaboration with the Chief of Staff, Site Director, and Medical Staff to support the delivery of high-quality, efficient, and culturally safe health services at Tofino General Hospital.

Key Impact Areas

Quality

- Supporting the Chief of Staff in promoting high quality and safety of care delivered at the facility.
- Assisting in identifying and analyzing facility-level quality issues and supporting resolution of local quality concerns in collaboration with the Chief of Staff, Site Director, and medical staff.
- Supporting accreditation processes and follow-up actions as delegated.

Strategy

- Supporting site-level strategic planning activities in collaboration with the Chief of Staff and operational co-lead.
- Assisting in facilitating Medical Staff engagement in achieving Island Health's strategic priorities and objectives.

Operations

- Supporting smooth daily site-specific operations by assisting with the identification and escalation of site-specific challenges.
- Working with the Chief of Staff and site leadership to support medical staff in identifying and implementing operational improvements.
- Assisting with on-call schedule coordination by liaising with identified practitioners for call groups, as needed.
- Supporting oversight of physician contracted services (e.g., APP, Sessions, MOCAP), as delegated.
- Participating in operational discussions and resource allocation conversations when required.
- Supporting medical teaching, student placements, and residency activities on-site in collaboration with site leadership.

Governance

- Supporting the Chief of Staff as the Chief Medical Officer’s representative at the site, including assisting with conflict resolution, quality concerns, and coverage planning as appropriate.
- Assisting with credentialing and privileging processes, serving as a secondary contact for Medical Staff and liaising with departmental leadership as required.
- Supporting local recruitment processes and onboarding of new Medical Staff.
- Contributing to workforce planning and clinical services planning discussions to help identify current and future site needs.
- Acting on behalf of the Chief of Staff during absences or when formally delegated, within the defined scope of the role.

Communication & Collaboration

- Supporting relationship-building with Medical Staff, the Medical Staff Association, members of the care team, and senior leadership to enhance collaboration and responsiveness.
- Participating in and supporting relevant committees to ensure appropriate Medical Staff representation.
- Assisting in the communication of Island Health strategic priorities, initiatives, and site updates to Medical Staff and partners.
- Fostering a respectful, collaborative, and culturally safe environment aligned with organizational values.

Other duties as assigned.

The Details:

Reporting to:	Chief of Staff, Tofino General Hospital
Committee Responsibilities:	Member, Local Medical Advisory Committee
Time Requirements:	0.1 FTE
Compensation:	\$23,521.52 per year

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.
- Prior or emerging medical leadership experience preferred.
- Training and/or experience in multidisciplinary quality improvement and/or patient safety is an asset.
- Demonstrated interest in medical leadership and site-based quality and operational improvement.
- Strong verbal and written communication skills.
- Demonstrated ability to work collaboratively in a co-leadership model.

- Strong interpersonal skills with the ability to build and sustain professional relationships at all levels.
- Ability to manage competing priorities within a limited FTE commitment.
- Understanding of health services, hospital operations, and governance processes is an asset.