



NON-CONTRACT ROLE DESCRIPTION

JD5749

ROLE TITLE:	Assistant, Medical Staff Governance	ROLE DESCRIPTION NO.:	5749
DEPARTMENT:	Medical & Academic Affairs	HEABC REFERENCE NO.:	18721814
REPORTING TO:	Director, Medical Staff Support & Resources or designate	HSCIS CODE:	02010
CLASSIFICATION:	NCEC/Range 3	JOB CODE:	91754

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director or designate, the Assistant, Medical Staff Governance provides confidential administrative services for medical leaders in support of their accountabilities as leaders within Island Health's medical staff structure to ensure effective governance and operational excellence. Through this support, the Assistant contributes to the delivery of high quality and safe services and to the protection of Island Health and its Medical Staff.

DUTIES AND RESPONSIBILITIES:

1. Supports medical leaders to navigate Island Health by identifying appropriate contacts, facilitating communications, and acting as liaison.
2. Assists medical leaders with disseminating communications to their department members, coordinates meetings with members.
3. Supports the facilitation of sensitive and confidential medical leader governance responsibilities such as medical staff recruitment tasks and credentialing and privileging review and approvals.
4. Answers incoming emails and responds to a variety of enquiries. Forwards messages as appropriate.
5. Reviews incoming email and prioritizes for action, rerouting if necessary. Appropriately distributes e-mail and informal correspondence. Tracks issues for follow-up.
6. Manages and maintains medical leader electronic calendars including scheduling both internal and external meetings, flagging and rearranging meetings to avoid conflict where necessary.
7. Plans and executes organization of meetings and events including agendas, corresponding communications/materials, logistics, facilities, and refreshments.
8. Supports medical leaders with the preparation of correspondence and communications.
9. Prepares and distributes the agenda for meetings with related background information; takes and transcribes minutes, noting action and follow-up required.
10. Updates and helps to maintain medical staff departmental websites and SharePoint sites and manages medical staff department member access to such.
11. Initiates travel arrangements including registering for conferences, booking travel, hotel accommodation, vehicle rentals and confirming travel arrangements for medical leaders associated to their medical leadership role.
12. Performs other related duties as required.

QUALIFICATIONS:**Education, Training And Experience**

Grade 12 plus additional related course work in office or business administration and three (3) years' related experience in a large complex organization, preferably in a clinical program/portfolio.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to type.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.