

**University of Wisconsin Hospital and Clinics  
Vice Chair, Education  
Department of Anesthesiology**



Reports to:	Chair, Department of Anesthesiology
Reports:	Residency Program Director Medical Student Clerkship Directors (required and electives) Directors of Non-ACGME-Accredited Fellowships Neuroanesthesia Transplant Regional and Acute Pain Ambulatory Director of Rotating Residents Instructional Program Manager (co-reporting role with Department Administrator) Director of Anesthetist Education Director of Simulation Education Directors of other Education Programs BLS, ACLS, PALS MOCA Workshops (e.g. Arndt Airway Course, GE Course) Visiting Professor and Grand Rounds
Collaborators:	Senior Vice Chair Vice Chair, Clinical Affairs Vice Chair, Quality and Safety Vice Chair, Research Vice Chair, Faculty Development UWHC Director of Perioperative Services Department Administrator
Authority:	Decisions made collaboratively with oversight and final decision by the Chair
Percent Effort:	0.2 FTE
Term of Appointment:	No term, serves at the discretion of the Chair

The Vice Chair of Education (VCE) for the University of Wisconsin School of Medicine and Public Health (UWSMPH) Department of Anesthesiology oversees all education programs within the Department. This individual is responsible for management of existing education programs, education program development, and education support staff oversight. (Education support staff report to the Instructional Program Manager, who has a dual reporting role to the VCE and the Department

Administrator (DA). The VCE is also responsible for promoting a professional and respectful work environment while continually advocating for quality, safety and process improvement. The VCE will partner with other members of the leadership team to represent the Department's interests in interactions with UWSMPH, UW Graduate Medical Education (UWGME), UW Health and the University of Wisconsin Medical Foundation (UWMF). This is a leadership position and it is the expectation that the incumbent will develop plans in conjunction with, and will follow policies established by the Department of Anesthesiology, UWSMPH, UWGME and UW Health, and meet the professional standards of the Department of Anesthesiology, UW Health, UWGME and UWSMPH.

**Responsibilities include, but are not limited to:**

- Promote a professional and respectful work environment.
- Advance quality, safety and continual process improvement as Departmental pillars.
- Assist with integration of teaching, research and scholarship in the clinical practice setting.
- Represent Departmental interests in interactions with UWSMPH, UWGME, UW Health and UWMF.
- Lead Departmental efforts at education program development.
- Partner with the Vice Chair for Faculty Development for faculty development for education and mentoring of trainees.
- Partner with Chair and Department Administrator in the education program staffing and budgeting.
- Collaborate with other departments and inter-professional education teams, as appropriate, to resolve complaints and deficiencies.
- Ensure all enterprise, regulatory, and accreditation standards and policies are clearly communicated, and that the Departmental education programs fully comply.
- Address disciplinary issues under the purview of education programs and mediate interpersonal conflict within the Department's educational offerings.

**Responsibilities to the Department of Anesthesiology:**

- Oversight of all education programs in the Department of Anesthesiology (residency, fellowships, medical student, anesthetist and other student programs)
  - Collaboration with Residency Program Director and Residency Program Coordinator for resident education programs.
  - Collaboration with Medical Student Clerkship Director for medical student education programs.
  - Provide oversight and managerial support for all other education programs in the Department.
- Education Program Management
  - Ensure compliance with policies and procedures of UWSMPH, UWGME and other educational entities.
  - Assist in the design and implementation of faculty continuing education.
  - Conduct Evaluation/Performance Review/Discipline for education programs.

## **Qualifications**

- Maintenance of board certification, hospital privileges and standards of professionalism within the department as outlined in the posted Leadership Expectations is required.
- Commitment to education excellence and participation in continuing medical education (CME) for education is required. Formal education background (e.g. MS in Education) is preferred.
- Experience as either Clerkship Director, Residency Program Director or Fellowship Director is preferred.
- Promotion to Associate Professor on CHS track is preferred.

## **Leadership Expectations**

The mission in the School of Medicine and Public Health is to advance health without compromise through service, scholarship, science, and social responsibility. This is a leadership position and it is the expectation that the incumbent will develop plans in conjunction with, follow policies established by, and meet the professional standards of the Department of Anesthesiology, UW Health, and The University of Wisconsin School of Medicine and Public Health.

## **Annual Review**

The Education Vice Chair serves at the discretion of the Department Chair. The Chair will be responsible for outlining goals and expectations as well as conducting annual reviews of the Vice Chair's performance.