



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

Reports to:	Chair, Department of Anesthesiology
Reports:	Clinical Service Chiefs (AFCH, EMH, Ambulatory Locations) Medical Director, Non-OR Anesthesia Medical Director, Anesthesia Equipment Clinical Faculty Scheduling Office Medical Director, Anesthetists Associate Medical Director, Anesthetists (EMH) Clinical Anesthetists
Collaborators:	Vice Chair, Education Vice Chair, Quality and Safety Vice Chair, Research UWHC Director of Perioperative Services Department Administrator
Authority:	Decisions made collaboratively with oversight and final decision by the Chair
Percent Effort:	0.3 FTE
Term of Appointment:	No term, serves at the discretion of the Chair

The Vice Chair of Clinical Affairs (VCCA) for the University of Wisconsin School of Medicine and Public Health (UWSMPH) Department of Anesthesiology manages clinical faculty, anesthetists, physician assistants and nurses within the Department. This individual is responsible for departmental operations and scheduling, resource management, patient care and coordination, program development, strategic planning, and recruitment. This individual is also responsible for promoting a professional and respectful work environment while continually advocating for quality, safety and process improvement. The VCCA will partner with other members of the leadership team to represent the Department's interests in interactions with UWSMPH, 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, will follow policies established by the Department of Anesthesiology, The University of Wisconsin School of Medicine and Public Health, and UW Health, and meet the professional standards of the Department of Anesthesiology, UW Health, and The University of Wisconsin School of Medicine and Public Health.

Responsibilities include, but are not limited to:

- Promote a professional and respectful work environment
- Advance quality, safety and continual process improvement as Departmental pillars
- Enforce established standards for perioperative anesthetic care

- Assist with integration of teaching, research and scholarship in the clinical practice setting
- Oversee the deployment of Departmental resources to cover daily enterprise needs
- Represent Departmental interests in interactions with UWSMPH, UW Health and UWMF
- Lead Departmental efforts at clinical program development, workforce planning, recruitment and hiring
- Partner with Chair and Department Administrator in the annual budgeting process (including initialization and year-end reconciliation).
- Act as Departmental liaison between faculty/staff and the Department's professional billers and coders
- Collaborate with compliance, quality and risk management offices, as appropriate, to resolve complaints and deficiencies
- Ensure all enterprise, regulatory, and accreditation standards and policies are clearly communicated, and that the Department fully complies.
- Oversee the creation of daily departmental schedules, monthly call and site staffing schedules, and annual vacation and meeting schedules
- Serve as the primary interface between UWSMPH Human Resources (HR) and UW Health HR and the Department
- Address disciplinary issues and mediate interpersonal conflict within the Department
- Support Departmental Diversity, Equity and Inclusion priorities
- Serve as a non-voting member of the Department of Anesthesiology Compensation Committee
- Serve as Chair of:
 - Clinical Practice Committee
 - Department of Anesthesiology Compliance Committee
 - Department of Anesthesiology Administrative Operations Meeting
 - Department of Anesthesiology Division Chief Meeting

Responsibilities to the Department of Anesthesiology:

- Anesthetist workforce calculations and planning for Department of Anesthesiology with recommendations to the Senior Vice Chair and Chair of the Department.
- Assist the Lead Anesthetists with long term scheduling for the anesthetist group, including vacations, meetings and monthly scheduling
- Administration of Clinical Anesthetist Program
 - Establish policies and procedures
 - Assist in the design and implementation of anesthetist continuing clinical education
 - Enforce practice guidelines
 - Oversee operational issues and scheduling

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 Clinical Affairs 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.