



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Obstetrics & Gynaecology

Faculty of Medicine

UBC DIVISION HEAD, DIVISION OF GYNAECOLOGIC SPECIALTIES JOB DESCRIPTION

POSITION PROFILE

Position Title:	UBC Division Head Division of Gynaecologic Specialties
Accountable to:	Head, Department of Obstetrics & Gynaecology
Location:	TBC
FTE:	20%
Pay Scale:	Commensurate with rank and experience

BACKGROUND

The Division of Gynaecologic Specialties was created in 2012 in recognition of the diversity of academic activities among faculty who do not fall into one of the traditional streams of the Royal College certified sub-specialties. This Division currently encompasses 5 sections with section leads, which include:

Family Planning
Minimally invasive surgery (MIS)/Endometriosis/Chronic Pelvic Pain (CPP)
Pediatric Gynecology
Reproductive Infectious Diseases (RID)
Urogynecology
Vulvar Health and Sexual Medicine

The role of the Division Head, Division of Gynaecologic Specialties is to promote, support and facilitate divisional academic productivity, provincial cohesion which is expected to align with the Departmental Strategic Plan and to engage with faculty across the province.

The members of the Division are committed to excellence in clinical care, continuing professional development, knowledge translation and implementation, teaching and research in the focused sub-specialty areas of Obstetrics & Gynecology. The goal of these activities is to improve patient care and optimize the health care system.

KEY POSITION RESPONSIBILITIES

The Division Head duties include:

Continue to build and facilitate a collaborative provincial role for the Sections of the Division of Gynaecologic Specialties as well as the Division as a whole, which includes exploring the needs of distributed sites with existing, and potential Gynaecologic Sub-Specialties expertise.

Optimize the role and value of the expertise within the Gynaecologic Specialties in our undergraduate and postgraduate educational programs.

Support the clinical fellowships within the Division to have high standards and excellent evaluation systems.

Provide a vision for discovery that optimizes the current research mandate of the Division and expands the productivity and notoriety of the Divisions' scholarship.

Optimize faculty academic development for members of the division.

The Division excels in quality assurance and managing clinical operational issues within their sub-specialty areas. The Academic Division Head will need to continue this work in conjunction with the leadership at all clinical sites, as needed.

Participate in the UBC Department Executive Committee. In this role you will have two responsibilities:

- The first is to represent the clinical, academic and strategic needs and interests of the members and sections of the Division of Gynaecologic Specialties in the discussions of the Executive Committee.
- The second is to represent and promote the decisions of the Executive Committee to members and sections of the Division of Gynaecologic Specialties.

Participate in human resource planning and medical quality for the Division in collaboration with the Regional Heads, Site Heads, Department Executive Committee, and local hospital medical leadership as needed.

Participate in annual reappointment processes.

Lead recruitment processes as necessary.

The division head will maintain and periodically update a implementation plan for the division in response to the strategic plan of the department. The division head will meet regularly with the Department Head and communicate with the Department head and departmental leadership team as needed, to review and update the plan, discuss new initiatives.

An annual report of activities of the division is expected.

RELATIONSHIPS

Reporting

Direct report to Head, UBC Department of Obstetrics & Gynaecology

Positions that co-report to this position

Section leads for sub-specialties

Members of the Gynaecologic Specialties Division

Functional relationship within the Department

OBGYN Division Heads

Program Directors

Associate Heads Education and Research

DEPARTMENT COMMITTEE MEMBERSHIP

Department's Executive Committee (DEX)

Departmental Appointment, Reappointment, Promotion and Tenure Committee (DARPT)

QUALIFICATIONS AND REQUIREMENTS

The successful candidate will be an exemplary OBGYN who is an experienced leader who has diplomacy, vision, intellectual curiosity, and skills in collaboration and conflict resolution. Your expertise will strengthen the culture of innovation and best practice in the Division and Department, in an environment focused on academic excellence. Working collaboratively with an interdisciplinary team, you will contribute to the senior leadership of the Department.

You have a track record of academic excellence in either education, knowledge translation and/or research and can mentor and develop the division academic productivity.

You have proven leadership ability, with proven communications and interpersonal skills. You are capable of leading staff, problem solving, achieving results, and developing collaborations. You have proven experience in building positive partnerships with strategic partners.

A strong communicator and facilitator, you possess excellent mentoring abilities and have an enthusiasm for teaching and research. You lead by example by providing support to your Division members and developing strong working relationships through interprofessional collaboration.

This job description is intended as a guide to the range of duties for this senior role.

The role description will be reviewed after 12 months. Term of the appointment is up to a maximum of 5 years renewable for a 5 year term subject review of the role and candidate's performance.