

Division Chief Expectations and Duties in Orthopaedic Surgery

The Department of Orthopaedic Surgery at the Perelman School of Medicine is comprised of clinical faculty in the divisions: Adult Reconstruction, Sports Medicine, Shoulder and Elbow, Trauma, Hand, Spine, Oncology, Foot and Ankle, Neuro-orthopaedics

A Division Chief will be appointed by the Chair for each of these subspecialty areas. The Division Chief is a position of *leadership* and *division* to the department and the individual division. The Division Chief is generally a senior faculty member with an interest and commitment to promoting innovative, patient-centered, high quality and cost-effective clinical care as well as national recognition for research and teaching for their division and the Department. The position is not limited to only the most senior faculty member on the division but rather the individual most interested and capable of completing the duties outlined below. The term of appointment will generally be three years and is renewable at the discretion of the Chair.

The duties and expectations of the Division Chief are to:

1. Provide leadership for their division.
2. Contribute constructively to the overall leadership and goals of the Department and institution.
3. Develop and maintain a five-year Strategic Plan for clinical care, education and research for their division that integrates with the Departmental and School strategic plans.
4. Be responsible for the Division's educational program including the residency training program curriculum, lectures and Grand Rounds.
5. Help develop a mentoring and career development plan with the junior faculty on their Division and review with the Vice Chair for Faculty Affairs annually.
6. Conduct regularly scheduled group meetings with all faculty on the Division (at least every other month).
7. Supervise and maintain privileges and credentialing for the midlevel providers (nurses, P.A.s, etc) assigned to the Division.
8. Take the lead in recruitment of new faculty for the Division.
9. Play a role in the financial oversight of the Division including the productivity of its members
9. Coordinate clinic schedules and OR time utilization for all faculty in the Division.
10. Address patient complaints and identify quality of care issues to be addressed Departmentally.
11. Meet with the Chair quarterly to discuss important issues and progress on Strategic Plan. Provide an annual update reporting on the activities and accomplishments of the Division.
12. Meet with each faculty member of the Division annually to discuss performance and career development and complete a written evaluation for the Chair and the faculty member.
13. Act as the liaison between the institution and Division faculty for compliance with University, Hospital, Medical School and Departmental policies and procedures.
14. Cultivate external funding and promote development by identifying patients that could contribute to endowments and philanthropy for Division and/or Departmental activities.
15. Identify opportunities for translation of intellectual property into patents and licensing working with the Penn Center for Innovation.
16. Perform Division specific duties as may be specified by the Chair.
17. Submit a timeline with specific dates and schedules to accomplish the above goals yearly.

Evaluation of the Division Chief:

1. An evaluation of the performance of the Division Chief will be completed annually with the Chair.
2. Performance will be based on record of completion of duties and progress made on strategic goals.
3. A written summary of the previous year's clinical and academic activities from their respective division will be discussed.