

## **BNI Neurology Division Director Job Description**

### **Job Summary**

The Neurology Division Director has primary responsibility and accountability for the overall tripartite academic mission of their Division within the BNI Department of Neurology. The Division Director will ensure that the Division achieves high-quality outcomes, provides innovative clinical care, educates the next generation of physicians, and conducts scholarly research. The Division Director also ensures that their program evolves to meet the needs of patients, the Department, the hospital, and the community. The Division Director is expected to provide medical services within the scope of their licensing, training, and clinical privileges, and supervises and teaches residents and/or fellows as indicated. Percent effort will be reevaluated annually to ensure that effort is compensatory with salary support.

**Administrative % effort:**     0.15 for 1-3 faculty (including Division Director)  
                                      0.20 for 4-9 faculty  
                                      0.25 for 10+ faculty

### **Major Duties and Responsibilities:**

#### **Program Maintenance**

In collaboration with the Department Chair:

1. Provides leadership and overall direction for the specialty patient care, research, and medical education activities, with the goal of establishing the Division as a nationally recognized clinical, training, and research center.
2. Ensures that the Division is adequately staffed to meet the inpatient and outpatient demand for patient care services within BNI standards, and oversees recruitment efforts for new physicians.

In collaboration with the Department Chair, Vice Chair of Clinical Affairs, and Practice Manager:

3. Develops, maintains, and implements policies, procedures, and protocols for patient care and efficient clinical operations within the Division. Promotes compliance with agreed-upon policies and procedures.
4. Ensures that the Division is financially viable and that the physicians/APPs in the Division are clinically and academically productive. Works with physicians/APPs to ensure that total clinical service hours (inpatient, outpatient, procedures) comprise at least the equivalent of 8 half days of ambulatory patient care (adjusted in consultation with Department Chair and Vice Chair of Clinical Affairs for other educational, administrative, or research responsibilities). Reviews productivity metrics on a regular basis.
5. Ensures that the quality, effectiveness, and efficiency of the patient care provided by the physicians/APPs in the Division meets the high standards of BNI, and constructively mentors/coaches physicians/APPs who are having difficulty meeting these standards.
6. Ensures that the physicians/APPs in the Division comply with regulatory and accreditation requirements for patient care, medical records, and billing activities.
7. Ensures that the physicians/APPs in the Division attend to medical record and billing activities in an accurate and timely manner

8. Ensures that the Division has an adequate and appropriate mix of nursing and allied health personnel, and provides constructive feedback to the Practice Manager on the performance of these individuals when indicated.
9. Monitors patient satisfaction for the Division, helps to resolve difficult patient complaints, and encourages a high level of service to patients and colleagues.
10. Coordinates and leads clinical case conferences and other patient care discussions.
11. Attends at least 75% of Neurology Division Director meetings, faculty meetings, and grand rounds.

### **Program Development**

In collaboration with the Department Chair and Vice Chair of Clinical Affairs:

1. Identifies key areas for improvement, growth, and development for the Division and participates in the development of business/strategic plans for Division.
2. Sets annual and long-term goals for improvement. Develops and implements initiatives to optimize program volume, comprehensive care, clinical quality outcomes, patient experience and physician and staff satisfaction and wellness.
3. Provides input on plans and requirements for program growth, including written report at least annually on program volume, successes, and development needs.
4. Works toward or maintains Program certification and/or accreditation by external organizations.
5. Identifies and develops innovative clinical programs, telehealth, and patient outreach for the Division.
6. Cultivates and maintains positive relationships with community health care providers and other health care institutions to develop and maintain bi-directional patient referral patterns.
7. Represents the Division and BNI Neurology in regional, national, and international academic activities, including service on committees, grand rounds and conference lectures, and other scholarly activities.
8. Represents the Division in philanthropic and charitable fundraising activities and events as indicated.
9. Works with the Barrow Neurological Foundation to develop philanthropic sources of support.

### **Education**

1. Ensures that the physicians in the Division provide appropriate supervision and high quality teaching to fellows, residents, and medical students. Ensures that the physicians in the Division provide written resident summary evaluations and evaluations of medical students in a timely manner.
2. In collaboration with Residency Program Director, develops goals and objectives, curricula, and assessment methods for medical students, residents, fellows, and other trainees rotating through the Division's clinical services.
3. Develops clinical course materials and instructs medical students, residents, fellows, nursing, and allied health staff as needed.
4. Develops local/regional educational programs for other providers and patients/families.

### **Research**

1. Ensures that the Division has an active translational or clinical research portfolio, including intramural research grants, industry sponsored clinical trials, or extramural research grants.
2. Encourages physicians in the Division to engage in research and other forms of scholarly activity.
3. With Division Research Program Manager, oversees regulatory, ethical, financial, and operational processes for divisional clinical research activities.
4. Works to obtain external funding for research projects of the division.

#### **Faculty and Staff Development and Mentoring**

1. Serves as a role model to physicians and other staff in the Division and trainees by demonstrating clinical excellence, professionalism, maturity, effective communication skills, and sound judgment.
2. Coordinates and leads Division team meetings.
3. Actively guides and mentors the professional development of physicians/APPs in the Division. Meets annually with faculty members and allied health professionals for performance assessment.
4. Encourages participation of faculty in regional and national clinical, educational, and research activities.
5. Ensures that Division faculty members are achieving milestones for promotion.

#### **Other**

1. Performs other such reasonable duties as may be assigned from time to time by the Department Chair, the Director of the Residency Program, and the Clinical Vice Chair.