

## Division Director Roles

**Non-Delegable Tasks of all Directors** – These functions are essential responsibilities of all Division Directors. Although they may be jointly managed with other members of the division, the primary accountability resides with the Director. They share strategic responsibility for these missions with the Chair, relevant Vice Chairs and Office for Faculty Development.

- **Academic mission**
  - Encourage, counsel, and mentor faculty; provide local-regional-national exposure
  - Evaluate faculty and provide clear goals and expectations with constructive feedback
  - Ensure faculty wellness
  - Assure focus on quality, integrity and productivity of research and teaching
  - Develop leadership skills within the division and plan for succession
  - Provide service and leadership at UAB, COA and in professional societies
- **Strategic mission**
  - Develop and sustain innovative clinical and research programs
  - Recruit, retain and develop faculty
  - Interact with other programs, divisions, centers and institutes to develop interdisciplinary programs
  - Support advocacy for children and their needs at an institutional level
  - Insure that the Division and the Department incorporate into all its goals and actions, the principles of justice, equity, diversity and inclusion
- **Clinical care mission**
  - May utilize a clinical director for day to day oversight but cannot delegate ultimate accountability; appoint medical directors of appropriate hospital areas in collaboration with the Chair and COA Leadership
  - Collaborate with COA Nursing Leadership, Administrative Leadership and Process Improvement to accomplish our shared goals and responsibilities
  - Clinical performance
    - Expect and facilitate safe clinical practices
    - Demonstrate excellence in outcomes, value and patient experience
    - Actively support improvement through continuous evaluation of individual and divisional outcomes.
    - Promote professionalism
    - Manage disciplinary interventions
  - Maintain a collaborative relationship with the Medical Staff Office/Medical Executive Committee, Medical Director of COA and Director of Process Improvement as they oversee:
    - Establishing and maintaining privileging
    - Meeting regulatory compliance with CMS and TJC regulations
    - Inquiries related to Professionalism

**Delegable Tasks with Primary Oversight Responsibility** – Division Directors are accountable for the oversight of these responsibilities. They also share strategic responsibility with the Chair, relevant Vice Chairs, Office for Faculty Development, Pediatric Research Office and DOP Fellowship Director. In larger divisions, or where appropriate, the educational mission and research missions may be led and managed by a separate fellowship director and/or a research director, respectively.

- **Educational Mission**
  - Provide oversight of education and training mission

- Create an enriched learning environment for medical and nursing students, graduate students, post-doctoral fellows and junior faculty, helping build the educational foundation for their development as future regional and national leaders.
- Demonstrate personal commitment to effectively train the next generation of primary care pediatricians and academic specialists
- Leadership and management of this component is often done by a Director of Education and/or Fellowship Director who, with the Division Director, is responsible for recruitment and performance of fellows, and creation and updating of divisional resident and student curricula.
- **Research Mission**
  - Provide oversight of research mission
  - Leadership and management of this component may be done by a Research Director who, with the Division Director, is responsible for setting research priorities and directions, assessing need for investments, and participating in institutional assessment of needs and priorities.
- **Administrative Roles**
  - Partner with the DOP Administrative, e.g., Executive director, Finance Director, Personnel Generalist, Clinic Operations Director, Revenue Cycle Director, and the Division Manager/Lead Administrator Leadership to effectively :
    - On board new faculty
    - Develop budgets
    - Review financial performance
    - Take corrective action to maintain margin
    - Determine clinical FTE for all faculty on an annual basis
    - Sustain appropriate faculty productivity
    - With guidance from chair and administration, recommend faculty incentives and propose annual faculty merit increases
    - Participate in business development
    - Assure access, flow and capacity management of clinical operations
    - Partner with administration to support a healthy, efficient and productive work environment in non-clinical areas
    - Align missions with the DOP, SOM and other parts of the Pediatric Enterprise at UAB and COA
    - Lead the DOP in collaboration with the chair, vice-chairs, other division directors and DOP administrative leaders

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