

Terms of Reference

Emergency Department Medicine

Director of Wellness, Community Engagement and Professional Sustainability

Department of Emergency Medicine, Horizon Health Network, Saint John Zone

Mandate:

The Department of Emergency Medicine in Saint John New Brunswick is a secondary and tertiary level clinical academic service affiliated with Dalhousie Medicine New Brunswick and the Department of Emergency Medicine at Dalhousie University, Halifax Nova Scotia; and with the Discipline of Family Medicine, Memorial University of Newfoundland. The Department provides clinical and academic leadership to the Province of New Brunswick and is supported in its activities by its relationships with and accountability to Horizon Health Network, Dalhousie University, and the Department of Health, Government of New Brunswick.

The Director of Wellness, Community Engagement, and Professional Sustainability works to provide the Emergency Medicine Saint John group with deliberate opportunities to regularly explore, practice and build skills that contribute to professional sustainability, community engagement, and wellness. To ensure that the Department of Emergency Medicine has up-to-date policies relating to physician wellness and safety. As safety is a critical basic requirement to wellness, this director will also work to advocate for physical and psychological safety measures within the department.

Requirements and Deliverables:

- Collaborate with ED Program Leadership and all clinical and academic team members of Emergency Medicine Saint John to build a culture of wellness and safety.
- To implement and sustain the Serving and Engaging Community pillar of the EM Saint John strategic plan.
- Support and spearhead initiatives on an annual basis for staff wellness, including needs assessment and impact assessment surveys.
- Co-ordinate and support coaching support for all faculty members

- Create policies related to professional sustainability and wellness for the Department of Emergency Medicine
- Work with clinical staff to identify and prioritize efficiency of practice initiatives
- Membership on the following committees: Nominations, Scheduling and Workforce Planning; Emergency Medicine Saint John Wellness, Community Engagement and Professionalism Sub-Committee (Chair), Vulnerable Population CFG, CAEP Wellness
- Take advantage of learning opportunities from organizations such as Stanford WellMD, Mayo Wellness, Learning from Excellence as they arise
- Oversee and utilize an annual wellness, community engagement, and professional sustainability budget to support programming
- Liaise with community organizations to develop partnerships and collaborations to further the goals of our Social Emergency Medicine initiatives, under our serving and engaging community pillar.
- Review safety related concerns impacting members of the Department of Emergency Medicine and work with relevant parties to improve processes

Position Commitment and Term:

The expected time commitment is an annualized total of 147.2 hours per year with remuneration of 0.125 FTE at the relevant Clinical Support rate. To facilitate the long-term development the Department and to ensure a commitment to the delivery of agreed measures of success, performance is reviewed on an annual basis during the Physician Achievement Review (PAR) process. Criteria include delivery of the agreed program deliverables, and support of the academic mission, clinical competence, adherence to the departmental professional standards, participation in continuing professional development, and maintenance of hospital privileges.

The expected term is 5 years, renewable up to an additional 5 years (10 years total). This is based on successful annual review via the PAR process.

Committee Membership:

- Nominations, Scheduling and Workforce Planning
- Emergency Medicine Saint John Wellness, community Engagement and Professionalism Sub-Committee (Chair)
- Vulnerable Patients Clinical Focus Group

- CAEP Wellness

Reporting Relationships:

- The position will report jointly to the Clinical Academic Department Head, and the Director of Scheduling and Workforce planning

Working Relationships:

- Emergency Medicine Saint John Clinical Academic Leadership
- Assistant Dean, Professional Affairs, Dalhousie Medicine New Brunswick

Measures of Success:

Include:

- Establishment of an appropriate program budget from the outset for speakers/programming
- Implementation of a wellness program-needs and impact assessment survey
- Support projects within the Social Emergency Medicine Group
- Review of, or creation of wellness related policies, such as transition from practice (aka elder physician); onboarding; and various policies for "fatigue management", parental leave, etc.
- Participation in the FREE Stanford wellness director's course, which runs over 5-6 weeks virtually. Updates here: <https://wellmd.stanford.edu/knowledge-hub/courses-conferences/directors-course.html>
- Liaise with local and national wellness leads through the Dalhousie and CAEP wellness committees

I agree to the above terms and conditions of this position.

Emergency Department Professional Sustainability
and Wellness Director

Date

Head, Department of Emergency Medicine

Date