



SALEM HEALTH
An OHSU Partner

MEMO

To: **Active/Associate Primary Care Department Members**

From: Claire O'Brien, MD, Primary Care Department Chair

Date: August 30, 2016

Subject: **REQUEST FOR NOMINATIONS FOR DEPARTMENT CHAIR**

The purpose of this memo is to request nominations for the Primary Care Department Chair position. My current 2-year term will expire on 12/31/17. However, it is my sincere belief that the Primary Care Department Chair position would ideally be held by a physician who is currently working on the floor. I have continued to serve for lack of a candidate, but have been able to find someone who is willing to run. It has been my distinct pleasure to serve the Primary Care Department. Please put forth any nominations you believe would be fitting.

JOB DESCRIPTION

The Job Description for this position is attached to this memo.

MINIMUM QUALIFICATIONS

Below are the minimum qualifications for the Department Chair position:

- At least 3 years clinical experience
- Board certification or have affirmatively established comparable competence
- Active member of the Salem Hospital Medical Staff
- Good Standing status *
- Have demonstrated an ability to work well with others, have excellent administrative and communication skills, and are respected members of the Salem Hospital Medical Staff who lead by example
- Hold relevant clinical privileges
- Indicate a willingness and ability to serve
- Have no pending adverse recommendations concerning Medical Staff appointment or clinical privileges

- Attend CME relating to Medical Staff leadership and/or credentialing functions prior to or during the term of office
- Must disclose in advance leadership positions on another hospital Medical Staff or in a facility that is directly competing with the hospital

* ***Good Standing*** describes a Medical staff member who, during current term of appointment, maintained qualifications for Medical Staff membership and assigned staff category, is not currently under a suspension or restriction of membership or privileges, and has no peer review or behavioral actions in process.

SELECTION PROCESS

- Candidate completes an application
- Candidate meets with 3 members of the Board
- Elected by majority vote of the Active and Associate Staff members of the Department
- Subject to ratification by the MEC

Please note that:

1. The term of office for the Department Chair is two years, and the Chair is eligible to serve successive terms.
2. The Department Chair is a member of the Medical Executive Committee [MEC] and the Leadership Council. The MEC meets twice a month on the 2nd and 4th Thursdays from 0630 to 0800, and the Leadership Council meets on the 3rd Thursday of the month from 0630 to 0730.
3. The first Thursday of each month is reserved for meetings with the Section Chiefs on an as-needed basis.
4. There are other occasional meetings and planning conferences in which the Department Chair is expected to participate. As a member of the MEC, there is a great deal of e-mail interchange and review of documents prior to the scheduled meetings.
5. In conjunction with the appropriate Section Chief, the Department Chair makes recommendations to the Credentials Committee in regard to initial appointment and reappointment of Department members.
6. The Department Chair, along with the Section Chiefs, may be involved in reviewing physician-related occurrence reports and patient complaints.
7. The Department Chair is compensated \$13,000 annually.

Please contact me if you wish further information concerning the duties of this important position. **So that we can send out a ballot and fill this position in a timely manner, please submit your nominations to Kelli Fussell in the Medical Staff Office at 503-814-3888 (e-mail kelli.fussell@salemhealth.org) no later than Tuesday, September 20th.**

Thank you!