

**APPENDIX B**  
**OFFICERS OF THE DEPARTMENT OF PEDIATRICS**  
**JOB DESCRIPTIONS**

**Chief of Pediatrics**

The Chief of Pediatrics directs and coordinates the department's clinical, educational, and scholarly functions, in keeping with the values, mission, and strategic plan of the Zuckerberg San Francisco General Hospital (ZSFG) and the Department of Public Health (DPH). The Chief of Pediatrics also ensures that the department's functions are integrated with the functions of other clinical departments and with the Hospital as a whole.

Reporting relationships:

The Chief of Pediatrics reports directly to the Vice Dean and the Chair of the Department of Pediatrics at the University of California, San Francisco (UCSF). The Chief of Pediatrics is reviewed at least every four years by an *ad hoc* committee appointed by the Chief of Staff at ZSFG. Reappointment of the Chief of Pediatrics occurs upon recommendation by the Chief of Staff, in consultation with the Vice Dean, the Chair of the Department of Pediatrics at UCSF, and the ZSFG Executive Administrator, upon approval of the Medical Executive Committee and the Governing Body. The Chief of Pediatrics maintains working relationships with these persons and groups and with other clinical departments.

Position qualifications:

The Chief of Pediatrics is Board certified, has a faculty appointment at UCSF, and is a member of the active medical staff at ZSFG.

Major responsibilities:

To provide the necessary vision and leadership to effectively motivate and direct the Department of Pediatrics at the ZSFG in order to achieve the goals and objectives that are consistent with the values, mission, and strategic plan of the ZSFG and the DPH;

To collaborate with the Executive Administrator and other ZSFG leaders, develop and implement policies and procedures which support the provision of clinical services by reviewing and approving the Service's scope of service statement, review and approve the Service policies and procedures, identify new clinical services that need to be implemented, and support clinical services provided by the Department;

To collaborate with the Executive Administrator and other ZSFG leaders, participate in the operational processes that affect the Department by participating in the budgeting process, recommend the number of qualified and competent staff to provide care, evaluate space and equipment needs, select outside sources for needed services, and supervise the selection, orientation, in-service education, and continuing education of all departmental staff;

To serve as a leader for the Department's performance improvement and patient safety programs by setting performance improvement priorities, determine the qualifications and competencies of

departmental personnel who are or are not licensed independent practitioners, and maintain appropriate quality control programs;

To perform all other duties and functions specified in the ZSFG Medical Staff Bylaws.

## Vice Chief of Pediatrics

The Vice Chief of Pediatrics provides leadership and oversight for Pediatric quality and compliance issues and assists the Chief of Pediatrics with other issues, as requested.

Reporting relationships:

The Vice Chief of Pediatrics reports to the Chief of Pediatrics.

Position qualifications:

The Vice Chief of Pediatrics is Board certified, has a faculty appointment at UCSF, and is a member of the active medical staff at the ZSFG.

Major responsibilities:

To provide leadership and oversight for quality and compliance for the Pediatric Department.

To assist the Chief of Pediatrics with clinical, educational, financial, personnel, or other issues, as requested.

## Director(s) of Education

Reporting relationships:

The Director(s) of Education reports to the Chief of Pediatrics.

Position Qualifications:

The Director(s) of Education is a member of the active medical staff at the ZSFG.

Major responsibilities:

To provide leadership and oversight for education activities for the Department of Pediatrics, including pediatric undergraduate medical education (UME) and pediatric graduate medical education (GME).

The Director of Pediatric Undergraduate Medical Education has the following responsibilities:

- 1) Oversight of the ZSFG Pediatric Clerkship; and
- 2) Oversight of the ZSFG Sub-Internship Rotations; and

- 3) Serve on the SOM Pediatrics Grading Committee; and
- 4) Create faculty development opportunities related to medical education; and
- 5) Collaborate with the Director of Pediatric Graduate Medical Education; and
- 6) Coordinate assignments and responsibilities for all undergraduate medical education learners within ZSFG Pediatrics to ensure appropriate use of resources; and
- 7) Prepare an annual report of Pediatric UME activities for the Pediatric service and other audiences.

The Director of Pediatric Graduate Medical Education has the following responsibilities:

- 1) Collaborate with the ZSFG-based Pediatric chief residents, Residency Program leadership team, Pediatric Medical Directors, Chief of Service, Administrative leaders, and Director of Pediatric Undergraduate Medical Education UME on all ZSFG graduate medical education issues; and
- 2) Serve on the ZSFG GME committee; and
- 3) Coordinate ZSFG Grand Rounds scheduling with the ZSFG-based Chief Residents and administrative team; and
- 4) Support the onboarding of ZSFG cardiology fellows; and-
- 5) Prepare an annual report of Pediatric GME activities for the Pediatric service and other audiences.

## Medical Director Children's Health Center (CHC, Outpatient clinic)

Reporting relationships: The Medical Director of the Children's Health Center reports to the Chief of Pediatrics.

Position qualifications: The Medical Director of the Children's Health Center is Board certified and is a member of the active medical staff at the ZSFG.

Major Responsibilities:

To provide medical leadership and oversight of the Children's Health Center, assure that quality medical care is provided to all patients in the Center, and maintain appropriate standards of care.

To organize and regularly lead meetings with providers who work in the Children's Health Center, to mentor faculty and affiliated staff who work in the Children's Health Center, to work collaboratively with the Nurse Manager on all clinical, financial and administrative issues relating to the Children's Health Center, . and to participate in activities related to the ZSFG hospital priorities, DPH SFHN initiatives, . performance improvement, and quality improvement.

To organize staffing of the Children's Health Center in primary, urgent, and specialty care areas with pediatricians who evaluate and supervise ongoing care and coordinate annual staffing and personnel budget with the Chief of Pediatrics and Department Manager.

To develop policies and guidelines for medical evaluation and management of common pediatric conditions in primary, urgent, and specialty care.

To develop and implement performance improvement, patient safety and quality improvement plans for the unit, generate reports for morbidity and mortality conferences, oversee and submit appropriate data and information for hospital PIPS and other committees, for appropriate health insurers such as San Francisco Health Plan, for the San Francisco Department of Health, the California Department of Health, and other organizations and agencies.

To identify and advocate for the programmatic, administrative, personnel, and physical needs of the Children's Health Center.

To maintain statistics for Children's Health Center activities, ascertain patient satisfaction, and monitor quality of care.

To oversee all educational and training activities in the Children's Health Center for clinicians and trainees, collaborate with ancillary services (e.g., lab, nutrition, behavioral health, social services), coordinate clinical activities with nursing and hospital administration, and work collaboratively with the nurse manager to maintain policies and procedures for the Children's Health Center.

To coordinate with the directors of other departments and other Pediatric units at the ZSFG and maintain a strong liaison and alignment with DPH leaders in the San Francisco Health Network. To actively participate in the both the DPH San Francisco Health Network primary care and ZSFG ambulatory specialty care infrastructure, including relevant meetings, initiatives, and priorities.

~~To organize and regularly lead meetings with providers who work in the Children's Health Center, to mentor faculty and affiliated staff who work in the Children's Health Center, to meet regularly with the Department Manager and Nurse Manager to review financial issues, and to participate in activities related to the hospital rebuild, performance improvement, quality improvement, and LEAN training.~~

~~To organize staffing of the Children's Health Center with pediatricians who evaluate and supervise ongoing care.~~

~~To develop policies and guidelines for medical management of common pediatric conditions.~~

~~To develop and implement performance improvement, patient safety and quality improvement plans for the unit, generate reports for morbidity and mortality conferences, for CCS, for the San Francisco Department of Health, the California Department of Health, and other organizations and agencies.~~

~~To identify and advocate for the programmatic and equipment needs of the Children's Health Center.~~

~~To maintain statistics for Children's Health Center activities, ascertain patient satisfaction, and monitor quality of care.~~

~~To develop and maintain an education program for nursing staff and other staff members. To oversee all educational and training activities in the Children's Health Center, collaborate with ancillary services (e.g., lab, nutrition, social services), coordinate clinical activities with nursing and hospital administration, and maintain policies and procedures for the Children's Health Center.~~

~~To coordinate with the directors of other departments and other Pediatric units at the ZSFG and maintain a strong liaison and alignment with DPH leaders in the San Francisco Health Network.~~

Medical Director, Infant Care Center

Reporting relationships:

The Medical Director of the Infant Care Center reports to the Chief of Pediatrics.

Position qualifications:

The Medical Director of the Infant Care Center is Board certified and is a member of the active medical staff at the ZSFG.

Major responsibilities:

To provide medical leadership and oversight of the Infant Care Center, assure that quality medical care is provided to all infants in the unit, and maintain appropriate standards of care.

To organize and regularly lead meetings with providers who work in the Infant Care Center, to mentor faculty who work in the Infant Care Center, to meet regularly with the Department Manager and Nurse Manager to review financial issues, and to participate in activities related to the hospital rebuild, performance improvement, quality improvement, and LEAN training.

To organize 24-hour coverage of the unit with neonatologists who evaluate all unstable infants and attend high-risk deliveries and resuscitations.

To develop policies and guidelines for medical management of common neonatal conditions and ensure appropriate post-discharge follow-up of all high risk infants.

To develop and implement performance improvement, patient safety and quality improvement plans for the Infant Care Center; to generate reports for morbidity and mortality conferences, for CCS, for CPQCC, for the San Francisco Department of Health, and the California Department of Health; to maintain a neonatal data base, including birth weight, weight-specific survival, transports, neonatal deaths, diagnoses, and complications.

To identify and advocate for the programmatic and equipment needs of the Infant Care Center.

To develop and maintain an education program for neonatal staff, oversee monthly morbidity and mortality conferences to be held jointly with Obstetrics, and provide in-service education programs.

To coordinate with the directors of other departments and other Pediatric units at the ZSFG, maintain a strong liaison with the obstetrical perinatologists and nurse midwives to develop joint protocols and problem solving, and conduct nursery liaison management meetings on a monthly basis or more frequently, if needed.

To coordinate the relationship with the regional intensive care nursery at UCSF and maintain transport and outreach education agreements.

## Medical Director, Pediatric Inpatient Unit

Reporting relationships:

The Medical Director of the Pediatric Inpatient Unit reports to the Chief of Pediatrics.

Position qualifications:

The Medical Director of the Pediatric Inpatient Unit is Board certified and is a member of the active medical staff at the ZSFG.

Major responsibilities:

To provide medical leadership and oversight of the Pediatric Inpatient Unit, assure that quality medical care is provided to all patients on the unit, and maintain appropriate standards of care.

To organize and regularly lead meetings with providers who work in the Pediatric Inpatient Unit, to mentor faculty who work in the Infant Care Center, to meet regularly with the Department Manager and Nurse Manager to review financial issues, and to participate in activities related to the hospital rebuild, performance improvement, quality improvement, and LEAN training.

To organize daily supervision of the unit with pediatricians who evaluate all unstable pediatric patients and provide ongoing care to hospitalized patients.

To develop policies and guidelines for medical management of common pediatric conditions.

To develop and implement performance improvement, patient safety and quality improvement plans for the unit, generate reports for morbidity and mortality conferences, for CCS, for the San Francisco Department of Health, the California Department of Health, and other organizations and agencies.

To identify and advocate for the programmatic and equipment needs of the pediatric inpatient unit.

To develop and maintain an education program for nursing staff.

To coordinate with the directors of other departments and other Pediatric units at the ZSFG and maintain a strong liaison with public health nursing and other nursing leaders.

To develop and maintain transport agreements.

The Medical Director of the Pediatric Inpatient Unit has decision-making authority over the attending physicians who work on the unit. The attending physician on the inpatient pediatric service is responsible for providing clinical care to hospitalized pediatric patients on the inpatient and intensive care units.

## Director, Nocturnist Service

Reporting relationships:

The Director of the Nocturnist Service reports to the Chief of Pediatrics.

Position qualifications:

The Director of the Nocturnist Service is Board certified and is a member of the active medical staff at the ZSFG.

Major responsibilities:

To provide medical leadership and oversight of the Nocturnist Service, assure that quality medical care is provided to all patients, and maintain appropriate standards of care.

To organize and regularly lead meetings with providers who work on the Nocturnist Service, to mentor faculty who work on the service, to meet regularly with the Department Manager and Nurse Manager to review financial issues, and to participate in hospital-based activities such as performance improvement and quality improvement.

To organize nightly staffing of the service with pediatricians who evaluate pediatric patients throughout the hospital including ICU and the Emergency Department.

To develop policies and guidelines relevant to the Nocturnist Service.

To develop and implement performance improvement, patient safety and quality improvement plans for the service, generate reports for morbidity and mortality conferences, for CCS, for the San Francisco Department of Health, the California Department of Health, and other organizations and agencies.

To identify and advocate for the programmatic and equipment needs of the service.

To develop and maintain an education program for nursing staff and faculty.

To coordinate with the directors of other departments and other Pediatric units at the ZSFG.

The Director of the Nocturnist Service has decision-making authority over the pediatricians who work on the service. The attending nocturnist is responsible for providing clinical care to hospitalized pediatric patients on all the inpatient and intensive care units and providing support to the Emergency Department.