

**VICE CHAIR FOR PEDIATRIC EMERGENCY MEDICINE**  
**Department Of Emergency Medicine, University Emergency Medicine Foundation**  
**Alpert Medical School of Brown University, Rhode Island, The Miriam & Newport Hospitals, Lifespan, Inc.**

I. **Human Resource Information:**

**Title:** Vice Chair for Pediatric Emergency Medicine - Department of Emergency Medicine  
**Reports to:** President, UEMF; Chair & Physician-in-Chief, Dept. of Emergency Medicine; Alpert Medical School, Brown University; Rhode Island & The Miriam Hospitals, Lifespan, Inc. Section of Pediatric  
**Component:** Emergency Medicine FSLA Status: Exempt  
**Date Prepared:** 08/23/2007      **Revision Date(s):** 07/15/2013    11/14/2013    05/30/2014, 11/16/2016

II. **General Responsibilities:**

The Vice Chair for the Section of Pediatric Emergency Medicine in the Department of Emergency Medicine of the Alpert Medical School of Brown University and University Emergency Medicine Foundation serves as a leader in advancing the clinical, educational, research, and service components of the mission of the Department, with particular focus on Pediatric Emergency Medicine. The Vice Chair supports the clinical, educational, and research leaders in the Section to help ensure the quality of clinical care, training programs, and research. The Vice Chair promotes scholarship in Pediatric Emergency Medicine, and provides mentoring and professional development for individual faculty and fellows.

III. **Required Qualifications:**

1. Doctor of Medicine or international equivalent;
2. At least three years ACGME-approved pediatrics or emergency medicine residency training;
3. Board Certified in Pediatric Emergency Medicine; and Pediatrics, and/or Emergency Medicine
4. Unrestricted license to practice medicine in Rhode Island;
5. Active clinical privileges in Pediatric Emergency Medicine at Hasbro Children's Hospital and Lifespan;
6. Full time contractual agreement with the University Emergency Medicine Foundation;
7. Full time faculty member in the Department of Emergency Medicine;
8. Academic appointment at the level of Associate Professor or above in the Department of Emergency Medicine at the Warren Alpert School of Medicine of Brown University;
9. Demonstrated ethical conduct, professionalism, interpersonal skills, organizational skills, and management abilities to effectively direct and develop academic physicians and support staff;
10. Extensive experience in pediatric emergency medicine practice, education and research;
11. Experience in administration at a unit or departmental level;
12. Experience in guiding and mentoring junior faculty, fellows, resident physicians and medical students in clinical, educational and research activities;
13. Ability to build constructive, collaborative relationships with other academic departments, units, and programs in Pediatrics in Rhode Island Hospital, Hasbro Children's Hospital, the medical school, Brown University, government, and in the biomedical industry;
14. Ability to represent and promote Brown Pediatric Emergency Medicine on a regional and national level.

15. Demonstrates ability to communicate clearly in English, verbally and in written form;

***Preferred Qualifications:***

1. Administrative and leadership experience in academic medicine preferred.

IV. **Primary Contacts:**

The Vice Chair for Pediatric Emergency Medicine reports directly to the Chair and Physician-in-Chief of the Department of Emergency Medicine at the Alpert Medical School of Brown University; Rhode Island Hospital and Hasbro Children's Hospital. The Vice Chair serves on the Department of Emergency Medicine Executive Committee and works in a collaborative and facilitative manner with the other Vice Chairs, the ED Medical Directors, Director of Quality and Safety, and Director of Compliance and the EM Residency Program Director, the Chair of Pediatrics, and other health system leaders. The Vice Chair for Pediatric Emergency Medicine has direct oversight of the Director of the Hasbro Children's Hospital Emergency Department.

V. **Physical Effort / Environment:**

Mild to moderate physical effort to perform required office work including typing; responding to emails; and fulfilling meeting schedule, as well as ability to perform Department of Emergency Medicine clinical requirements as an attending physician in an assigned clinical area.

VI. **Work Schedule Demands:**

This position generally requires the incumbent to work contracted assigned clinical hours, as well as administrative hours reflected by the position responsibilities.

VII. **Communication Skills:**

Exceptional verbal and written communication are required as the incumbent interacts, works, and collaborations with administrative staff, Alpert Medical School faculty, senior executive Lifespan staff, clinical staff and physicians, and other UEMF staff, vendors, outside local and national organizations.

VIII. **Confidentiality of Information:**

This position requires access, review, preparation, and use of confidential information that may be used for specific projects delegated by Chair. The physician also accesses confidential patient-related information in clinical surroundings.

IX. **Significant Job Functions:**

1. Supervise all faculty, units, centers, and programs in the Section of Pediatric Emergency Medicine;
2. Be responsible for the recruitment of new faculty, and the evaluation of performance of all faculty in Pediatric Emergency Medicine;
3. Hold regular meetings with Section faculty and others to provide information, share ideas, and guide the activities and direction of the Section;
4. Meet at least monthly with the Chair of Emergency Medicine to discuss issues, and share information, and serve on the Department Executive Committee and other committees at the request of the Chair;
5. Prepare an annual report to the Chair on accomplishments and activities in the Section of Pediatric Emergency Medicine.

X. **Evaluation of Performance:**

The Vice Chair for Pediatric Emergency Medicine will be evaluated on an annual basis by the Department of Emergency Medicine Chair, and a report will be provided by the Chair to the Dean of Brown Medical School. Metrics that will be used to assess performance include:

1. Clinical productivity, clinical operations metrics, and patient service and satisfaction measures in the Hasbro Children’s Emergency Department;
2. The success of the Pediatric Emergency Medicine Fellowship – recruitment and academic development and success of fellows;
3. The success of the Section of Pediatric Emergency Medicine in other educational pursuits – resident education, medical student education, and faculty physician development;
4. Pediatric Emergency Medicine faculty and fellow academic productivity in education and research, including the number and quality of research or educational peer reviewed publications and presentations at scientific or educational meetings from this section;
5. The number and quality of research grants and contracts, and the total funding amount of these grants and contracts for the Section of Pediatric Emergency Medicine;
6. The number and quality of collaborative and integrated education and research activities between the Section of Pediatric Emergency Medicine and other departments at Brown Medical School, Brown University, and outside entities.
7. National engagement and leadership of the Vice Chair and Pediatric EM faculty members.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

UEMF is an Equal Opportunity Employer (EOE).

This appointment shall be effective from **XXX, 200X and will continue through XXX, 201X**, for a duration of 5 (five) years.

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I have reviewed the above position and agree with the terms outlined.

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XXXX Professor, Departments of Emergency Medicine & Pediatrics  
Alpert Medical School, Brown University

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Date

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Brian J. Zink, MD,  
Frances Weeden Gibson – Edward A. Iannuccilli, MD  
Professor & Chair, Physician-in-Chief, Department of Emergency Medicine;  
President, University Emergency Medicine Foundation

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Date