



## Provincial Department Heads Search and Review Guidelines

Within the College of Medicine and the Saskatchewan Health Authority, there are provincial departments, each led by a Provincial Department Head (PDH). This role is dedicated to the seamless integration of medical education, research, and patient care across the province. This position is term-limited, with a Provincial Department Head eligible to serve up to two five-year terms. At the end of the first term, the Provincial Department Head can express interest in a second term, prompting a review process. If it is the Provincial Department Head's final term, a search will be initiated to identify the next Provincial Department Head. The following guidelines outline the procedures for both the review and search processes.

### 1. Committee Member Selection;

Co-Chairs: Dean, College of Medicine and the Chief Medical Officer of the Saskatchewan Health Authority (SHA) – the co-chairs are empowered to delegate their chairperson roles, after consultation with the Provost and SHA CEO.

The co-chairs will select or oversee the selection of the search/review committee members.

#### ***Committee member composition;***

One Provincial Head from another department

ii. One Vice Dean of the College of Medicine, selected by the Dean

iii. Three faculty from the department, two of whom are preferably from SHA rural areas

iv. Two Chiefs of Staff, at least one of whom is preferably from an SHA area other than that within which the incumbent or outgoing head resides

v. A Department Lead, preferably from an area outside of Saskatoon or Regina

vi. A member of the Saskatchewan Health Authority's executive leadership team, selected by CMO

vii. Up to two additional members chosen by the co-chairs to balance committee membership in terms of stakeholder interests and geographic representation. PLEASE NOTE: In a department with more than two University employees (USFA) one employee must be selected to serve on the committee.

- Note: it is recognized that not all provincial clinicians have medical faculty appointments, but because of the dual nature of the Provincial Head's role, all review/search committee members must have faculty appointments.



***Committee member responsibilities;***

- Contribute to all committee discussions and participate in all process's (external reviewers visit and candidate presentations/interviews).
- Assist in the selection of appropriate external reviewers and selection of qualified candidates.
- Ensure that all committee deliberations and communications remain confidential.
- To assist in making a recommendation of either renewal of a current incumbent or in the case of a search to assist in making a recommendation of a preferred candidate to the co-chairs of the committee.

***Meetings of the Committee (HYBRID); Approximately as follows;***

***Review of Current PDH***

- One initial meeting (1 hour) for the committee to discuss review plans, discuss PDH review/searches guidelines and procedures (if required).
- Follow-up email or meeting to approve external reviewers, itinerary suggestions, etc.
- Participation in the external reviewers' visit (meetings, social events etc.)
- Second committee meeting (1+hours) to discuss report and next steps
- Meeting to make a headship recommendation (1+hours) (whether to renew or initiate a search if the current incumbent is not recommended to continue).

***Search for New PDH***

- The co-chairs will decide on hiring a search firm either before the initial meeting or with input from committee members during the first meeting.
- One initial meeting (1 hour) for the committee to discuss search plans, discuss PDH review/searches guidelines and procedures (If required).
- Follow-up email or meeting to approve external reviewers, itinerary suggestions, etc.
- Participation in the external reviewers' visit (meetings, social events etc.)
- Presentation/interviews of preferred candidates (2 hours each)
- Second committee meeting (1+hours) to discuss report and next steps
- Meeting to discuss candidate's presentations/interviews (1+hours) and make the recommendation of new headship
- Follow up meetings as needed until able to make a headship recommendation



## 2. Departmental Self-Study;

- The co-chairs will request the current PDH to complete a self-study approximately 18-24 months before the PDH's departure or renewal, the timeframe to have the self-study completed is two-months from when the co-chairs sent the initiation letter.
- The purpose of a self-study is to provide the department with an opportunity for critical self-analysis and to provide the review/search committee and external reviewers ample background data of current departmental affairs. A template is provided.
- The contents of the self-study will be compiled under the direction of the Provincial Head. To ensure the self-study is conducted appropriately, it must involve various members to provide input and feedback.

## 3. External Review

- Departmental reviews will be undertaken at least once every five-years, in preparation for either the incumbent's renewal or in preparation for a provincial headship search.
- The external reviewer is normally an individual who holds a similar role to the Provincial Department Head from another province within the same department.
- The external reviewer will engage with various stakeholders and members of the department to ensure a comprehensive report.
- The review is conducted preferably in person in a hybrid setting to ensure that members outside of Saskatoon and Regina can participate.
- Departmental reviews should be viewed as routine quality improvement exercises. While they may have functions such as choosing a new Provincial Head, confirming renewal of an incumbent's term, or addressing a specific problem, their primary value rests in their potential for optimizing departmental performance and function.