Job Description

Division Director, Reproductive Endocrinology and Infertility
Department of Obstetrics and Gynecology

General Summary

The Director of the Reproductive Endocrinology and Infertility (REI) Division of the Department of Obstetrics and Gynecology will provide leadership, oversight, and direction to the faculty, staff, and trainees in all mission areas. These areas include out-patient and in-patient clinical practice, teaching, research, and service. The Division Director is expected to have an emphasis on clinical and/or basic research and work in a highly collaborative manner with the appropriate Department leadership. Working with the Chair and Specialist-in-Chief of Ob/Gyn the Division Director will focus on improving, developing, and implementing clinical service and clinical quality in a compassionate manner for our patients. The Division Director will have fiscal and budgetary responsibility for the Division and will negotiate with the Department Chair annually to determine fiscal, productivity, and expense targets. This position will have a high degree of autonomous as well as ample collaborative opportunities and challenges. The Director will be recommended for the Kamran S. Moghissi Professorship.

Principle Duties and Responsibilities

Directs and manages the administrative, clinical, teaching, research, and service activities of the Division including personnel, operations, and finances.

1. Develop both short and long term vision and corresponding implementation plan to position the department and division as a national leader in clinical care, education and research.

2. Recruit new and energize and retain existing high caliber faculty, staff, and trainees in a manner consistent with the newly developed vision/strategic plan for the Division of REI and the urban-focused mission of the Department of Obstetrics and Gynecology.

3. Demonstrate a firm commitment to fiscally sound management and prudent allocation of available resources; establish and monitor appropriate accountabilities for faculty, staff, and trainees.

4. Negotiate the fiscal margin annually with the Chair of the Department of Obstetrics and Gynecology, and pro-actively seek entrepreneurial opportunities for the Division.

5. Identify niche clinical programs and specialized services that will distinguish the Division of REI from its competitors; such programs and specialized services should have the ability to attract physician and patient self-referrals;

6. Grow and expand REI services and seek additional opportunities to increase volume, revenue and clinical/translational research in REI.

7. Attend REI Clinic and oversee REI clinical and clinical laboratory programs, such as ART, Andrology and Endocrinology.
8. Strengthen the educational program at all levels (students, residents, fellows, graduates, studies, grand rounds and CME) and develop forward-thinking programs to mentor residents, fellows and students.

9. Participate in Medical Student clerkship instruction, resident supervision and instruction and journal club.

10. Enhance and grow the active research program within the division, which will promote and foster extramural research funding.

11. Oversee the conduct of NIH and commercial clinical studies related to REI.

12. Develop and implement mentoring and career development plans, including research projects, for all new hires and, for current faculty – especially those at the academic rank of Assistant or Associate Professor within the Division.

13. Establish positive working relationships within the Department of Obstetrics and Gynecology with the administrative leadership and other Division Directors and with the leadership of our Satellite clinical sites, hospital partners and University Physicians Group (UPG).

14. Work to actively promote the Division of REI as a national leader in clinical care and continuing medical education through programs using venues that maximizes exposure of our programs, faculty, and expertise; also commit to promoting the Division to our community colleagues in private practice. This includes lecturing at specialty annual meetings related to REI.

15. Coordinate REI/Medical Endocrine/Pediatric Endocrine quarterly meetings.

16. Attend Divisional Faculty Meetings, Departmental Advisory Committee Meetings, Departmental monthly staff meeting, and hospital monthly staff meetings.

17. Serve as the point of contact for WSU, UPG, DMC Public Relations on issues related to Reproductive Endocrinology and Infertility.

**Required Skills and Abilities**

1. Excellent written and verbal communication skills

2. Strong negotiating acumen

3. Decisive, yet flexible and engaging leadership style

4. Comprehensive understanding and appreciation of the inter-linkage of the research, clinical, and teaching missions

5. Proficient in budgeting, fiscal control, planning & organization, and program development

6. Ability to execute a comprehensive mission and vision

**Minimum Level of Preparation and Training**
1. MD or MD, PhD or other combined degree from an accredited institution
2. Board certification in Obstetrics & Gynecology
3. Academic rank at Associate or Professor level
4. Two or more years in a administrative leadership position

**Reporting Relationship**

1. Chairman, Department of Obstetrics and Gynecology

**Effort Distribution**

1. 20 - 30% administrative
2. 70 – 80% Research and clinical activities