

Medical Director Roles & Responsibilities Acknowledgement

In being appointed Medical Director for:

(Name of Facility)

I, Dr. _____
have read, understand and agree to comply with the roles and responsibilities of the Medical Director as detailed in the Accreditation Standards of the College of Physicians & Surgeons of Alberta (CPSA).

As Medical Director, I am responsible for:

- the overall operation and administration of the facility or service to assure that quality patient services are provided and the facility's accreditation status is maintained:
 - ensuring that examinations and diagnostic or treatment procedures are clinically indicated and appropriate
 - ensuring that examinations and diagnostic procedures are performed only at the request of an authorized person
 - ensuring that the facility or service employs adequate, sufficiently trained, qualified and competent personnel appropriate for the workload, range and complexity of the procedures performed in the facility
 - providing effective direction and supervision of all personnel in the facility, ensuring compliance with applicable Standards of Practice, Code of Conduct, Code of Ethics and applicable laws and regulations
 - ensuring the production of reliable and accurate results and reports by the facility
 - ensuring patient records, whether physical or electronic, are accurate, available and retained securely and in accordance with applicable legislation
 - ensuring that methods employed and equipment used in the facility are selected and performed in accordance with currently accepted best practices
 - providing direction for the production, development and review of testing algorithms, examination protocols and appropriate use of examinations in accordance with best practices in medicine
 - ensuring that an effective program of quality assurance and quality management is in place for all services
- the safety of all personnel, patients, students, visitors and volunteers in the facility:
 - ensuring that effective and appropriate safety and emergency preparedness procedures are in place
- reviewing and approving facility or service policies, processes and procedures, including:
 - Conflict of Interest
 - Ethics
 - Quality/Quality Management System
 - Infection Control
 - Medical Device Reprocessing
 - Occupational and Environmental Health and Safety
- ensuring that delegation of any of my responsibilities to qualified persons is done formally, documented, and effective

(Signature)

(Date)