

Academic Position Description

Clinician Administrator – Clinical MD Full Time

Faculty Name Dr. _____
Hospital Site _____

This academic position description is intended to outline important elements that will be useful in conducting annual reviews and the three-year probationary review; the individual components are not all mandatory but assist in forming a composite picture of a faculty member's progress.

General Description: The Clinician-Administrator will have major clinical and administrative responsibilities, and will facilitate the research, teaching and education by others. Teaching may be done concurrently with clinical care and/or in organized educational programs.

Time Distribution: The faculty member is engaged in academic activities for 80% or more of their professional time. The faculty member also contributes to the provision of clinical service which is essential to the academic mission. The time spent in academic-related activities will be distributed as follows:

Clinician Administrator (funding, publications, innovation, presentations, collaborative research)

Category	Time Allocation / Requirements	Performance Expectations & Examples	Description / Comments
Academic Focus	Leadership in Clinical Administration and Education	Provides strategic leadership in clinical operations and educational programs.	
Time Allocation	Clinical & Informal Teaching: 40–60% Formal Teaching: 5–10% Research: 5–10% Admin: 20–40%	Balances clinical service, teaching, research, and expanded administrative leadership duties.	
Teaching Expectations	15–30 evaluated hrs/year teaching across UG, PG and CPD levels.	Delivers high-quality teaching and contributes to continuing professional development activities.	
Research Expectations	Collaborative support for dept. research or educational scholarship	Participates in or facilitates collaborative research or educational innovation.	
Administrative Duties	Leadership roles in University administration, committees	Leads or chairs key administrative committees and initiatives at the departmental or university level.	

Annual Review: Years 1 to 3

Clinician-Administrator

The hospital anesthesiologist-in-chief should submit confirmation of research, teaching, and administrative activity.

	Yr 1	Yr 2	Yr 3
Essential Administrative Activities			
Established a major Administrative Program			
Publications related to Administration			
Funding related to Administration			
Evidence of Other Meritorious Research Activities			
<i>documented in CV, teaching dossier, CPA dossier</i>			
• establishment of research collaborations/networks			
• applications for peer-review funding			
• publications submitted or in preparation			
• graduate student supervision			
• abstracts or presentations at peer-reviewed meetings			
• organization of meetings			
• knowledge translation activities			
• peer-review activities (Journals, Grant committees)			
• leadership role in major industry grant			
• guidelines committees			
• research mentorship activities			
• nominations for recognition awards or distinctions			
Evidence of Teaching Activity			
<i>documented in CV</i>			
Evidence of Administrative Activity			
<i>documented in CV</i>			