**University of Pittsburgh**

**School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Duties and Responsibilities**

**Date**

# Title: Director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reports To:** Chairman, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications:**

1. Board certified in \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Licensed in the Commonwealth of Pennsylvania
2. Appointment to the Hospital’s Active Medical Staff
3. Appointment to the University of Pittsburgh, School of \_\_\_\_\_\_\_\_\_\_\_\_\_Faculty
4. Proven administrative capabilities in leading and managing \_\_\_\_\_\_\_\_\_\_\_\_\_ services; leadership skills are essential
5. \_\_\_\_\_\_\_\_\_\_\_\_

**Function:**

The overall function of the Director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is to:

* Coordinate \_\_\_\_\_\_\_\_\_\_\_\_\_ research studies
* Interface with investigators within and outside of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_
* The Director will fulfill those responsibilities consistent with standards and regulations set forth by JCAHO and regulatory agencies and Hospital/Medical Staff Bylaws, Rules, Regulations, Policies and Procedures.

**Responsibilities:**

1. Develop, facilitate and coordinate basic and translational \_\_\_\_\_\_\_\_\_\_ research projects among faculty within and outside of the Department of \_\_\_\_\_\_\_\_\_\_\_\_
2. Develop, facilitate and coordinate clinical \_\_\_\_\_\_\_\_\_ research projects that involve patients interfacing with the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Facilitate collaborative \_\_\_\_\_\_\_\_\_\_\_ research projects between external collaborators and investigators within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Oversee \_\_\_\_\_\_\_\_\_\_\_\_\_\_trainee research opportunities
5. Mentor junior \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ research Faculty
6. Assist the Chair in strategic planning and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_faculty development