Competencies for Family Medicine Department Chairs

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Although competencies may vary depending on your personal needs and needs of your department, we believe it is important for every new chair to pay attention to leadership, administration/management, personal development and external relationships.

1. Leadership
   a. Create, sustain, and reassess mission, vision and values
   b. Utilize iterative tools of strategic planning
   c. Understand and change departmental culture
   d. Understand and shape departmental structure
   e. Build and sustain leadership team
   f. Select and utilize framework for leading and managing change
   g. Embrace inclusion and diversity

2. Administration/management
   a. Understand departmental finances, including:
      i. Sources of income
      ii. Matching revenues and expenditures
      iii. Budget development
      iv. Budget growth and budget cuts
   b. Understand Human Resources issues, including:
      i. Federal/state employment law
      ii. Local institutional policies
      iii. Leadership structure for faculty/staff
      iv. Assessment of departmental resources
      v. Faculty development and talent management, including:
         1. Position development, recruitment, hiring
         2. Matching talent with departmental needs
         3. Matching effort with resources
         4. Mentoring faculty
         5. Performance evaluation
         6. Promotion
         7. Faculty retention
   vi. Succession planning
c. Manage departmental communications
d. Negotiate effectively across the departmental and organizational spectrum
e. Facilitate difficult conversations

3. Personal development

a. Manage calendar, communications, administrative support
b. Cultivate self-awareness with effective interpersonal communication
c. Assess one’s own skills and leadership style
d. Manage time effectively
e. Balance various roles of a department chair
f. Evaluate and choose external leadership roles
g. Manage transitions in leadership and roles
h. Develop resiliency and self-care routines

4. External relationships

a. Understand where the department fits in institutional culture, including:
   i. Communicate value of the department to the institution
   ii. Communicate values of the institution to department
   iii. Network with others in your institution
   iv. Partner/negotiate with other departments for mutual gain
   v. Understand overlapping and different needs of medical school and hospital/health system
   vi. Manage departmental image in the institution
   vii. Manage your relationship with your Dean/President/CEO
b. Manage relationships with other external entities, including:
   i. Payers - Insurers, employers, government
   ii. Teaching partners – preceptors, FQHCs
   iii. Partners in patient care – community agencies, nursing homes, affiliated practice groups
c. Define role within the practice plan
d. Develop relationships with family medicine organizations
e. Build endowments and philanthropy