

Appendix Figure 2. Job Description for the Director of Diversity, Equity, and Inclusion

Reports To: Division Head of Hospital Medicine

Reports: DHM members

Vision:

The Division of Hospital Medicine (DHM) will be the model division in the Department of Medicine (DOM) in leading, supporting, and fostering a culture of excellence around diversity, inclusion, and equity.

Charge:

The primary charge of the DHM Director of Diversity and Equity:

- Research, apply, and promote a broad scope of diversity and equity initiatives and best practices within the DHM, including scholarship, faculty development, and educational programs
- Work with the Department of Medicine (DOM) Vice Chair of Diversity and Justice to lead and oversee efforts to improve diversity, inclusion, and equity in the student, housestaff, administrative staff, and faculty ranks, i.e. recruitment, retention, and promotion
- In conjunction with the School of Medicine (SOM), Office of Diversity and Inclusion (UCD and AMC), and DOM, develop measurable goals and objectives for diversity, inclusion, and equity efforts
- Communicate with DHM faculty regarding matters related to diversity and inclusion within the SOM, residency, and hospital (campus-wide)
- Serve as a liaison to the Vice Chair of Diversity and Justice in regards to implementation of training programs within the DHM, including but not limited to implicit bias training for residents and faculty and participation in the career coaching programs for fellows
- Develop innovative forums to promote diversity and equity
- Support health disparities research and community-engaged scholarship

Job Description

Promote diversity initiatives and best practices within the DHM

- In conjunction with the Division Head and Faculty Advancement team, conduct needs assessments (surveys, focus groups and one on one interviews) for diverse faculty and staff to determine needs in regard to recruitment, retention, and promotion
- Work with the Division Head and Faculty Advancement team to set a vision, goals & strategies to ensure racial/ethnic and gender equity in the workplace and in quality improvement and research projects
- Prioritize the development of innovative programs and projects within the DHM, which address gender equity and diversity
- Develop mentorship and pipeline programs (MD and APP) for students and faculty underrepresented in medicine

Lead and oversee efforts to improve diversity, inclusion, and equity in the student, housestaff, and faculty ranks including recruitment, retention, and promotion

- Serve on the Gender Equity Oversight Committee for the DOM and report back to the Division Head
- Serve on the Internal Medicine Residency Diversity Recruitment committee (DOM) and report back to the Division Head
- Share and promote opportunities for involvement in diversity initiatives and programs through the Office of Diversity and Inclusion (UCD and AMC)
- Serve on related key committees and task forces as opportunities arise

Support health disparities research and community-engaged scholarship

- Collaborate with at least 1 affiliated HM program (DH, VA) on research or quality improvement (QI) projects focused on health disparities
- Foster gender and racial/ethnic equity in HM research and QI project participants

Specific Responsibilities:

- Planning
 - Meet with the Vice Chair of Diversity and Equity within the DOM to develop and maintain one- and five-year plans for DHM Diversity and Equity Enterprise
 - Develop and deliver annual goals, strategies and tactics
 - Present quarterly written updates to the Division Head
 - Submit a written annual report to the Division Head
- Communications
 - Meet no less than monthly with the Division Head

- Meet no less than monthly with the Associate Dean of Diversity
- Meet no less than bi-monthly with the Vice Chair of Diversity and Equity within the DOM
- Communicate regularly to the DHM at monthly business meetings and through written communication
- Leadership
 - Sit on HMG Med Cab and participate in monthly meetings and Med Cab initiatives
 - Participate in DHM strategic planning and operational efforts, including providing input into best practices, avoiding implicit bias in hiring, and other decision making
 - Help coordinate and facilitate the University of Colorado Organization for Racial and Ethnic Support (UCOLORES) meetings and activities
- Management
 - Recruitment and Development
 - Create and maintain plans for programmatic growth including financial, human resource and administrative needs
 - Develop and execute a plan for external funding of Scholarship related to diversity and equity
 - Diversity and Equity Monitoring and Documentation
 - Develop and maintain diversity and equity program and project goals, objectives and progress
 - Develop and maintain catalogue of past, current and future scholarship projects and programs directly related to diversity and equity

Measurements:

- Respond to climate and culture surveys within the DHM
- Represent the DHM in discussions with hospital representatives and leadership regarding issues involving diversity and equity
- Serve on local and national diversity committees (SHM, SGIM) and help with implementation of these committees if they do not exist