

POSITION TITLE:	Lead, Northern Interior Rural Division Primary Care Network (NIRD PCN)	DATE:	January 2021
SUPERVISOR'S TITLE:	Executive Lead, Primary and Community Care	REVISED:	
DEPARTMENT:	Primary Care	HEALTH SERVICE DELIVERY AREA:	Northern Health
LOCATION:	Various		

SUMMARY OF THE ROLE RESPONSIBILITIES

The Lead, Northern Interior Rural Division (NIRD) Primary Care Network (PCN) is responsible and accountable for leadership, project management and coordination of the Northern Interior Rural Division Primary Care Network. This includes working with, primary care providers, health authority staff, and community agencies/organizations in a collaborative practice model towards the achievement of the attributes of the Primary Care Network; to ensure deliverables are patient-centered. The position also functions in a manner that supports the mission, vision, values, policies/procedures, and strategic priorities of the NIRD PCN as it relates to equity as a key indicator of the Service Plan.

FUNCTIONAL REPORTING RELATIONSHIPS

The Lead, Northern Interior Rural Division, Primary Care Network functionally to the Executive Lead, Primary and Community Care. The Lead will be guided by the Primary Care Network Collaborative Steering Committee. Reporting directly to the position are designated administrative staff.

KEY AREAS OF RESPONSIBILITY

- Creates a work environment that supports a climate of mutual respect, open communication, teamwork, collaboration, shared learning, and innovation.
- Provides strategic planning and project leadership for the development of the governance model and implementation of the NIRD PCN, to include collaboration with all stakeholders within the governance model.
- Provides leadership to the PCN administrative support staff, including performance development.
- Recruits, selects and develops administration support staff in the accordance with NIRD policies.
- Provides leadership in the design and implementation of a real-time virtual team consisting of the approved resources to to include design of scope and integration with existing structures.
- Ensures progress reporting are sent to the Ministry of Health, Division and Health Authorities.
- Ensures the Ministry of Health deliverables for the funding are being achieved by compiling and analyzing data.
- Provides leadership in the identification and management of the operating budget and resource allocation.
- Ensures comprehensive PCN evaluation by working closely with committees, working groups and collaborative structures, to ensure thorough and timely collection and analysis of data, and preparation of interim and final evaluation reports.
- Leads the selection and monitoring of progress indicators in collaboration with all collaborative and partnership structures.
- Works with the Northern Interior Division of Family Practice and other local groups to facilitate engagement of physicians and community members in participating in the PCN.
- Develops communication strategies to inform and update stakeholders about the PCN Initiatives.
- Identifies and nurtures partnerships that will support the goals of the PCN.
- Supports collaboration and alignment with First Nations Led Primary Care Initiatives.
- Identifies opportunities for quality improvement in collaboration with strategic partners and collaborative structures in alignment with the Eight Attributes of Primary Care Networks.
- Supports change management activities and the sharing of lessons learned towards a primary care network approach.
- Develops and supports specialist engagement and participation in the PCN.

QUALIFICATIONS AND COMPETENCIES

Education and Experience

- Master's Degree in Business Administration, Social Sciences, Health Administration supplemented by five (5) years of recent progressive leadership experience;
- Or an equivalent combination of education, training and experience.

Knowledge, Skills and Abilities:

- Demonstrated ability to work effectively with others in a fast-paced health care environment.
- Ability to plan, organize and prioritize multiple activities and work roles.
- Ability to supervise staff and work as an effective member of an integrated administrative team.
- Knowledge of current billing practices in physician's offices.
- Ability to communicate effectively verbally and in writing.
- Ability to use a high degree of tact and diplomacy in working with others.
- Demonstrated proficiency in computer and word processing, spreadsheet applications and specialized clinical information systems.
- Ability to operate related equipment.
- Demonstrated ability to understand and utilize medical terminology.
- Ability to type a minimum of 40 w.p.m.
- Ability to prepare and analyze financial and statistical information and administrative practices.
- Ability to work effectively in a model of primary care service delivery within a medical clinic environment.
- Ability to assist in fostering an environment that values patient centered care, innovation, adaptability and critical thinking.

FOR HR USE ONLY:

HEABC #: tbd

Date: March 2021