**Primary Care Networks Specialist**

The Richmond Primary Care Network (PCN) program is a joint venture led by the Richmond Division of Family Practice and Vancouver Coastal Health-Richmond and supported through funding from the BC Ministry of Health. The role of the PCN Development Specialist will work in close collaboration with the RDFP Executive Director and VCH Director of Primary Care to enable effective and efficient administration and operations. This position is full-time with a flexible schedule that involves working in the PCN office, throughout the region, and remotely and at times that include early mornings and late evenings. This role reports to the Richmond Division’s Executive Director and will have direct reports.

The PCN Development Specialist is a multi-faceted role that will help to build different pieces within the PCN and to develop a plan for integrating the various operational facets that comprise a PCN. The Development Specialist will need to work cohesively with the Richmond Division of Family Practice and their membership and Vancouver Coastal Health-Richmond administration and staff.

The PCN is a provincial initiative that is looking to redesign and transform primary care. In Richmond, our funds are earmarked for recruiting new resources, deploying team-based care and integrating services. The PCN Development Specialist will not only be building the system, but will also building a structure to assist with the implementation and monitoring of all services.

The PCN Development Specialist will be leading work to deliver PCNs in Richmond by:

* Redesigning the existing team-based care service
* Developing and refining workflows and processes for the clinical team and supportive resources
* Supporting the placement of GP and NP contracts into primary care practices
* Developing operational processes
* Monitoring budget
* Completing various reports during the assigned periods, as per the funding agreements
* Ensuring the patient-physician/nurse practitioner attachment mechanism is successfully operationalized
* Providing leadership and oversight to the PCN team

The PCN Development Specialist will also be tasked with:

* Forming relationships with practices, physicians, staff, community partners including First Nations
* Identifying and nurture partnerships that will support the goals of the PCN
* Identifying strategies that will support the goals of the PCN
* Supporting the PCN Steering Committee and various working groups

**Education and Experience**

* Post-secondary degree in a health-related discipline. Master’s degree in a relevant health or administrative field preferred. Experience in community development will be considered an asset and/or primary care. Other combinations of education and experience may be considered.
* A minimum of five (5) years previous collaborative and distributed leadership experience in health care setting.
* Demonstrated experience in integrated service delivery design, project management, implementation and evaluation
* Demonstrated experience in initiating changes and improvements, including skills in workplace re-engineering within a Quality Improvement (QI) environment.
* Demonstrated knowledge of the principles of Primary Health Care, Population Health, and Health Promotion and the attributes of a Primary Care Network and Patient Medical Home.
* Knowledge or experience with electronic health solutions (i.e. EMR, electronic health records), with demonstrated ability to function in a computerized environment.
* Demonstrated collaborative and distributed leadership and supervisory ability.
* Demonstrated listening, written and oral communication skills.
* Demonstrated facilitation ability including the ability to bring diverse perspectives together to reach consensus in support of common agendas.

**Knowledge, Skills and Abilities**

* Ability to prioritize in a changing environment.
* Sensitivity to the human and political dynamics of health care management and system change.
* Strong organizational, decision making and problem solving skills.
* Demonstrated ability to develop Policy & Procedures.
* Ability to display independent judgment.
* Ability to respect and promote a culturally diverse population.
* Ability to respect and promote confidentiality.
* Ability to perform the duties of the position on a regular basis.