Doctors of BC Job Description

Manager, Community Partnership and Integration

Department        Community Practice, Quality, and Integration
Reports To        Director, Community Partnership and Integration

Overview
The Joint Clinical Committees (JCC) constituted under the Physician Master Agreement represents a partnership between the BC Medical Association, and Government of British Columbia, and BC’s Health Authorities. The JCC include the Specialist Services Committee (SSC), the General Practice Services Committee (GPSC), and the Shared Care Committee (SCC).

In addition to the shared core mandate of the JCC’s – GPSC has a specific mandate to serve as a vehicle for collaboration between the provincial government, Doctors of BC and the Society of General Practitioners on matters affecting provision of services by General Practitioners in BC.

The approach for this collaboration is based on understanding the scope of practice for Family Physicians and their relationship to other care providers; population health needs, linked to the optimization of the mix of service delivery options, technology options, and health human resource options.

Key to the strategic direction of the GPSC is the support and development of the Patient Medical Home model across BC and, working in partnership with the health authorities and other community agencies, to support the development of integrated primary care services in each community. This position enables Divisions of Family Practice and their members to positively impact primary care, locally and provincially, through leading and managing the Community Partnership and Integration GPSC – Community Liaisons team.

Job Summary
Reporting to the Director, the Manager, Community Partnership and Integration will focus on enhanced primary care and implementation of the Patient Medical Home through supporting excellence in governance and operations, effective partnerships and collaboration at local and regional levels. The Manager will support the Community Partnership and Integration Team to (1) provide strategic linkage and information sharing between Doctors of BC, GPSC, the Ministry of Health, and Health Authorities; and, (2) to work in cross functional teams that include other departmental and/or DoBC work areas such as Practice Support and Quality, Evaluation, Shared Care and Doctors Technology Office (as required). The Team Manager will also provide strategic advice to the Director, Community Partnerships and Integration, and to the CPQI Department regarding issues impacting community engagement and partnerships through the Divisions of Family Practice.
Doctors of BC Job Description

Key Responsibilities & Duties

- Responsible for recruitment, day-to-day supervision, employee development, mentorship and guidance, and performance management of all team members;
- Assign team members to geographic portfolios or communities of interest (i.e. rural);
- Provide management oversight to all consultants and contractors engaged to support the work of the Community Partnership and Integration portfolio;
- Prepare documents, presentations and regular updates for the CPQI Leadership Team and GPSC as requested.
- Provide support to Interdivisional Councils to address strategic issues and partnerships at a regional level;
- Support the Division(s) of Family Practice to develop and sustain an up-to-date community profile;
- Support the Divisions of Family Practice to develop and sustain an up-to-date physician resource profile;
- Support the Divisions of Family Practice to participate with health authorities in the development of a population health profile for the local community;
- Support Collaborative Services Committees and other partnership table in working together
- Provide strategic linkage and information sharing between Doctors of BC, GPSC, the Ministry of Health, and health authorities;
- Work within a cross-functional team that includes Practice Support and Quality, Evaluation, Doctors Technology Office, and Shared Care (as required)
- Convene community & health authority partnership meetings in support of the Patient Medical Home;
- Connect and coordinate with centralized support resources available through the Community Practice, Quality and Integration Department and the Doctors of BC;
- Work closely with the Practice Support and Quality and Evaluation teams at the local level.

Skills & Qualifications

- A degree in a discipline related to health or business and 7-10 years' of leadership and management experience or a combination of education and experience.
- Master’s degree in health, business, or public administration preferred.
- Project and budget management experience, including experience with Institute of Healthcare Improvement methodologies and other innovative system improvement approaches – on a regional or provincial scale.
Doctors of BC Job Description

- Knowledge of the BC health care system and direct experience working with primary care physicians and/or health administration is strongly preferred.
- Strong interpersonal and diplomatic skills required as well as political and facilitation skills necessary to understand the different needs of various partners, and to assist in finding collaborative solutions.
- Proven ability to work with diverse groups who have different interests.
- Sound analytical, problem solving, and project coordination skills.
- Excellent judgment in setting priorities, identifying issues and determining action required when working under pressure and deadlines.
- Capacity to lead a team of employees that work to a large extent in a remote environment and who work in a self-directed manner.
- Oversee staff workload to support work-life balance when they are working diverse and flexible work schedules to meet the needs of participating physicians.
- Excellent writing skills and proven ability to develop clear, concise plans and reports.
- Excellent communication, interpersonal and organizational skills.
- Advanced computer skills (i.e. Word, Excel, PowerPoint and Visio).
- Ability to handle multiple projects, meet tight deadlines and work independently as well as in a team environment.
- Must be willing to travel as required.