



POSITION DESCRIPTION

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| POSITION TITLE: | Regional Lead – Medical Services & Chief Medical Officer | DEPARTMENT: | Medical Administration |
| CLASSIFICATION: | Management | APPROVED BY: | Chief Executive Officer |
| UNION: | Non-Union | DATE APPROVED: | Jan 16, 2024 |

REPORTING RELATIONSHIPS

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| POSITION REPORTS TO: | Chief Executive Officer |
| POSITIONS SUPERVISED: | Regional Directors, Managers, Site and Program Medical Leads, Physician Recruiters, Executive Assistants |

POSITION PURPOSE

The Regional Lead – Medical Services & CMO is a member of the Senior Leadership Team, providing medical and organizational leadership on both strategic and operational issues, which includes ongoing support, mentorship and coaching within support services and clinical service programs while supporting the integration of service delivery and new initiatives throughout the province. The Regional Lead – Medical Services oversees the recruitment and retention of physicians, physician/clinical assistants and nurse practitioners embedded into Southern Health-Santé Sud. They provide oversight for all regional primary health care services, as well as ensuring compliance with professional standards, professional codes of conduct, organizational policies and procedures, and adherence to the medical staff Bylaws and Rules & Regulations.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Participates as a member of the Senior Leadership Team, assisting with team goal setting, strategic planning, budgeting, communication, evaluation of regional health care planning, and participates in the development, implementation, and evaluation of regional health care services.
- Provides leadership to promote awareness of and compliance with all relevant medical staff by-

laws, standards of practice, rules and regulations, as well as policies in connection with the delivery of medical programs and services.

- Champions the development of physician leaders and medical leadership teams.
- Advises on matters pertaining to clinical organization, medical technology, and other relevant medical administrative matters.
- Assumes regional senior leadership on-call duties, which may include acting CEO status.
- Leads regional physician resource planning including recruitment and retention strategies; assists in the recruitment process.
- Oversees the approval of physician credentials and makes recommendations concerning the appointment of regional medical staff and granting of privileges.
- Communicates regularly with regional Site/Program Medical Leads.
- Recommends the appointment and prepares contracts for Site/Area Medical Leads, Site/Area Specialty leads, and Regional Medical Leads.
- Understands the importance of the Truth and Reconciliation - Call to Action and the effects of systemic racism on the indicators of health for indigenous people. Works with the Director of Indigenous Health towards blurring the lines and breaking down jurisdictional barriers.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

- In accordance with the regional performance review guidelines

QUALIFICATIONS

EDUCATION/CERTIFICATION /LICENSES

- Must be currently licensed to practice medicine in the Province of Manitoba, registered with The College of Physicians & Surgeons of Manitoba and a member of Doctors Manitoba.
- Degree in Public Administration, Business Administration, Health Administration or Certified Canadian Physician Executive (CCPE) or equivalent an asset.
- Process Improvement training, EXTRA Certification, or equivalents an asset.

KNOWLEDGE REQUIRED:

- The incumbent is required to draw upon a diverse skill set including considerable administrative experience in the health care field, understanding of health care administration and standards of general medical practice.
- A strong understanding of indigenous health issues and a demonstrated commitment to assist in taking positive steps toward their resolution.
- Operational knowledge of the full spectrum of medical services and programs.

- Knowledge of the health authority model.
- Knowledge of management principles for public, private, and not-for-profit sectors.
- Knowledge of clinical and non-clinical programs within healthcare.
- Demonstrated ability to plan, develop and lead strategic change.

EXPERIENCE REQUIRED:

- Minimum of five (5) years middle-senior level health management experience.
- Previous administrative experience as Site Medical Lead and/or Clinical Department Head.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Ability to lead and manage in a complex and multi-disciplinary environment.
- Diplomacy, including the facilitation of mutually beneficial solutions with various stakeholders.
- Knowledge of Project Management and continuous Quality Improvement activities/initiatives.
- Demonstrated ability to plan, develop, and lead strategic change.
- Experience achieving fiscal targets including preparation and management of budgets.
- Strong vision of quality care and provide leadership in the context of providing sustainable, accessible, and integrated health services.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Ability to work in partnership with Indigenous stakeholder communities to support efforts towards Truth and Reconciliation.
- Knowledge of Windows based programs (Microsoft Word, Excel, PowerPoint, and Outlook) and the internet.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.
- All health care workers are required to be immunized as a condition of employment in accordance with the Southern Health-Santé Sud Policy (CLI.8011.PL.008) Occupational Health: Immunizations for Health Care Workers.
- Satisfactory employment record.

WORK CONDITIONS

- Evening and weekend work as required.
- Will be required to travel throughout the region as duties require.
- No hazardous or significantly unpleasant conditions.

SALARY SCALE:

As per Non-Union salary scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.