**Project: A GP for Me**

**Contract: Practice Facilitator Contractor**

**Location:**

**Timeframe: 18 months – September 2014 to March 31 2016 (1440 hours)**

**Deadline to Reply:**

**Reply to:**

**Organization Summary:**

The Division of Family Practice is an innovation in health care in BC, designed to support and advocate for family physicians, increase primary health care capacity, and improve patient health outcomes. The \_\_\_\_\_\_\_\_ Division of Family Practice is a non-profit society managed by a Board of Directors. The Division serves members in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Contract Deliverables:**

Provide administrative, technical and other practice supports to Physicians and their staff in creating greater office efficiencies and in integrating additional support services, such as care coordination, life skills workers, social workers, and other primary care service providers.

This contract will work closely with the Practice Facilitator Lead Contractor to develop optimum work plans and schedules of work. The contractor will be accountable to the \_\_\_\_\_\_\_\_\_ Division of Family Practice through the A GP for ME Project Manager and the Primary Care Coordinator.

1. This contract will include, but is not limited to, the following:

* support the implementation of chronic disease management processes, such as registries, recalls, use of Ministry of Health flow sheets
* set up process for the required stats collection for the GPforMe evaluation- collate monthly, and report
* Provide a quality improvement approach to change using the Model for Improvement methodology
* Provide support to team based care in each clinic as appropriate

2. Identify and support clinic staff as requested with implementation of office efficiencies and processes as related to integrating primary care

3. Provide information and education regarding physician incentive fee codes and usage to clinic staff and Divisions of Family Practice contracted staff as appropriate

4. Assist clinic staff to develop processes for booking patients for the A GP for Me contractors

5. Orientate the A GP for Me contractors to each EMR, stats collection and be a resource to them as related to office processes

6. Liaise with Interior Health staff and other stakeholder groups as required to support the A GP for Me program, e.g.

* + Practice Support Program Coordinators
  + Interior Health Community Integrated Health Services Manager and staff in each community as appropriate
  + Integrated Primary Care Coordinator, Cranbrook
  + regional programs such as Heart Failure, Respiratory Therapy etc. as required

7. Liaise with EK Divisions A GP for Me Project Manager, other EK Divisions coordinators, and other EK Divisions Contractors and staff

8. Support, and work closely with EK Divisions physician members involved with the A GP for Me work.

9. Coordinate and facilitate meetings, education, and other priorities as identified.

10. Make recommendations for equipment, program improvements, greater efficiencies etc.

11. Provide verbal updates to the Practice Facilitation Lead and written reports regarding the contract deliverables described above. Keep a written record of all PDSA trials of changes.

12. Provide reporting of the processes and procedures of the Contract after the end of the contract time frame. (By April 30 2016)

**Key Skills, Education and Experience**

* Ability to work well with Family Physicians
* Good working knowledge of clinic office routines, health system issues, primary care models, community health care resources, extended stakeholders
* Good to strong capacity for technology, in particular with a variety of EMR systems
* Ability to work respectfully amongst many levels of hierarchy and administrations
* Very independent work, must be self-motivated and accountable
* Experience as an independent contractor an asset
* Familiar with various quality improvement measurement, evaluation and assessment models and methodology
* Supportive, solutions-based, efficiency-minded attitude with a grassroots and patient centered approach
* Familiarity with reporting processes
* Relevant post-secondary degree an asset
* Experience in medical records, medical clinic, or other primary care setting an asset
* Valid driver’s license, business use insurance
* Ability to travel, reliable personal vehicle
* Listening and outside-the-box thinking skills valued