

East Kootenay Division of Family Practice Society – Contractor Opportunity (Maternity Leave Coverage)

If you are interested in improving health care, gaining insights into a complex system, and helping make health care better for patients and providers, then we want to work with you!

The East Kootenay Division of Family Practice is a non-profit society that represents family physicians across the region. We work collaboratively with our members and others to improve health care services for both patients and providers. Recently, we have partnered with the Interior Health Authority and the Ktunaxa Nation to develop the EK Primary Care Network (EKPCN).

As the Evaluation Lead, you will support the evaluation of various EK Divisions projects and initiatives, as well as the **EKPCN**. You will share findings and process improvement recommendations with the Executive Director and Board of Directors, Project Leads, EKPCN partners, and other stakeholders. You will support project teams to measure and implement improvements, build capacity for this work across the organization and lead and contribute to other activities within the organization.

For a full list of qualifications and contract deliverables, please visit our website:

<https://www.divisionsbc.ca/east-kootenay/your-division/careers>

Evaluation Lead (Maternity Leave) – Contract

Type: Contract until March 2026

Approx: Average 25-35 hours per week

Based out of Cranbrook

Contract Rate: Based on qualifications and experience. \$45-\$55/hour

Closing Date: Friday January 15, 2025 at 5:00 P.M., MST

Submit Proposals to: kstanley@ekdivision.ca

Contractor Qualifications:

- Bachelor's and/or Master's degree in a health science, social science or related discipline with coursework in research methodologies, program evaluation, statistical analysis and/or public health
- Experience in quantitative and/or qualitative research or program evaluation
- Experience in project management
- Experience in proposal writing and development

- Ability to create and administer evaluation tools such as surveys and interview and focus questions
- Ability to effectively communicate evaluation or research results using various methods (reports, infographics, presentations); comfortable presenting results in layperson's terms
- Strong public speaking and presentation skills
- Ability to work on several projects at once and meet various deadlines
- Proficient in using Excel; experience with infographic development software, online survey tools, and community engagement platforms considered an asset
- Must have class 5 driver's license, reliable vehicle and fully operational home office
- Established sole proprietorship or self-employed contractor experience (or willing to set up)
- Healthcare industry experience is considered an asset

Contract Description:

This contract involves leading and supporting the evaluation of the EK Division of Family Practice projects and initiatives, and the EKPCN. The Evaluation Lead will work closely with EK Division Project Leads and EKPCN Manager to develop evaluation frameworks and plans, and conduct evaluation activities. The Evaluation Lead will be responsible for sharing evaluation results and process improvement recommendations with the Executive Director, EK Division of Family Practice Board, Project Leads, EKPCN Steering Committee, and other stakeholders as necessary. This contract will support other project work such as proposal writing and development.

Contract Deliverables:

- Shared Care project proposal development in collaboration with Program Manager, physician leaders and partners
- Using a Developmental Evaluation approach, develop and implement evaluation frameworks to measure the effectiveness EK Division projects and initiatives; use results to inform program improvements
- Work closely with EKPCN Manager and EK Division Project Leads to engage and consult with all stakeholders on evaluation needs and processes
- Develop evaluation protocols and data collection tools necessary to measure various short term and long-term outcomes
- Conduct evaluation activities, in accordance with the evaluation protocols, incorporating all the principles of cultural safety where appropriate. Collect, compile, analyse, interpret both qualitative and quantitative data
- Lead and coordinate all secondary data access from relevant sources (e.g. Ministry of Health, Interior Health Authority).

- Develop various tools (e.g. reports, infographics, presentations) as a means to share results with Executive Director, EK Division of Family Practice Board, Project Leads, EK PCN Steering Committee, and other project stakeholders where relevant.
- Lead and coordinate literature reviews as needed to inform project development and implementation.
- Lead and/or support the development of funding proposals; work closely with project leads during program development
- Manage multiple ongoing evaluations simultaneously and help to cross-pollinate learning across projects and the EK PCN
- Support the EK Division in measuring and reporting on the requirements of the Division Impact Measurement Framework.
- Liaise with and report to provincial and regional evaluation teams, the Practice Support Program, and other partners, as needed.
- Participate as a member of any relevant committees and attend other meetings as required.
- Support the process for physicians to join the Health Data Coalition.

Working Relationships

- Work closely with senior leaders (including Executive Director, Board, Project Leads) and PCN Partners to develop evaluation frameworks or plans
- Implement measures to assess the effectiveness of relevant programs or projects.
- Prepare, or oversee the preparation of, high quality reports and presentations for the Board and senior executive committees, PCN Partners
- Evaluate and continually improve our project teams' approaches to ensure ongoing effectiveness.

We thank you for your application. Only those selected for an interview will be contacted.