



Shuswap North Okanagan Division of Family Practice

A GPSC initiative

Primary Care Network Project Coordinator Position Description

In accordance with the established Ministry of Health Primary Care Network policy, the Primary Care Network Project Coordinator works closely with the Shuswap North Okanagan (SNO) Collaborative Service Committee (CSC) and / or SNO Primary Care Network (PCN) Steering Committee to develop Service Plans for the region.

The Project Coordinator supports the development of the SNO PCN Service Plan by:

- Understanding the local context SNO / CSC including the communities within the PCN future PCN framework nodes
- Ensuring that effective regional and local solutions are collaboratively co-created, delivered, and evaluated while aligning the regional vision, values, and guiding principles of the SNO CSC
- Co-designing, and facilitating collaborative approaches to assure cross-sectorial representation to achieve strategic objectives of PCN service plan
- Implementing astute project management best practices for collaborative planning, implementation, and timely monitoring in order to meet the deliverables of working groups and teams.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Creates a strong foundation for innovation, commitment, and ownership among stakeholders to move Ministry of Health, IH, GPSC, and Division of Family Practice initiatives forward utilizing a collaborative engagement process
- Takes a project coordination role in change management, project planning, planning of implementation support, and creative problem-solving to support the success of service plan
- Sources relevant information to promote the development and engagement of the PCN planning at the various local levels
- Identifies and fosters potential opportunities for integration through the utilization of Engagement and Quality Improvement tools (i.e. process maps, patient journey maps, and focus groups).
- Generates and maintains required documents in order to guide and measure progress throughout projects including reports, recommendations, strategic/priority plans, project/action plans of the PCN service plan templates, information sharing agreements where necessary, communication plans and tools, and model of improvement processes.
- Serves as a central contact/resource person for CSC / PCN Steering Committee and local action team initiatives, providing linkage between SNO CSC and IH.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training, and Experience

- A Bachelor's degree in a health-related field
- Recent Project management experience in health care
- A minimum of three years of experience working in a health-related field and a collaborative, team-based environment.
- Recent experience in Primary Care or Primary Care Networks preferred
- A current BC Driver's License

SKILLS AND ABILITIES:

- Project management skills
 - Manage challenging and competing demands within a limited timeframe.
 - Demonstrated ability to lead, plan, organize work, implement, monitor, and problem-solve.
 - Demonstrated ability to manage large and complex projects involving numerous stakeholders.
 - Ability to work with financial estimating and budget controls.
- Advanced oral and written communication skills, including effective presentation and facilitation skills
 - Ability to drive a vehicle (must have a valid BC Driver's license).
 - Physical ability to perform the duties of the position.

Closing date: 17 May 2021

Send resume to sno@divisionsbc.ca
