



# WE ARE HIRING

## SOUTH PEACE PRIMARY CARE NETWORK MANAGER

In British Columbia's beautiful South Peace Region a strong collaborative partnership approach has led to the co-creation of the South Peace Primary Care Network. Anchored by a locally Co-Chaired Primary Care Network Steering Committee that is dedicated to providing quality team based primary care to patients and families, the South Peace is seeking a Primary Care Network Manager.

**POSITION:** Primary Care Network Manager

**LOCATION:** South Peace (Dawson Creek, Chetwynd, and Tumbler Ridge), Hybrid/Remote

**REPORTS TO:** South Peace PCN Steering Committee & South Peace Division Executive Director

**EMPLOYED BY:** South Peace Division of Family Practice

**Salary Range:** \$115,000.00-\$127,625.00

### POSITION SUMMARY:

The Primary Care Network (PCN) Manager is responsible for operationalizing the development of the British Columbia Ministry of Health's Primary Care Network Initiative within the South Peace. The PCN Manager is responsible for the day-to-day operational requirements of implementing the PCN Service Plan, including monitoring and reporting. The PCN Manager is hired by the South Peace Division of Family Practice, receives strategic direction from the PCN Steering Committee to execute the PCN Service Plan, reports operationally to senior division of family practice staff and oversees the work of other PCN staff.

The PCN Manager works with the South Peace Division of Family Practice, Northern Health Authority staff, Patient Medical Homes (PMHs) primary care providers (Family Physicians and Nurse Practitioners), local Indigenous communities and Nations, First Nations Health Authority, the Regional Health Authority, and community agencies/organizations in development of the PCN.

The PCN Manager will report to the Executive Director of the South Peace Division of Family Practice as well as the PCN Steering Committee Co-Chairs and will work with the community's interdisciplinary providers in a collaborative practice model towards the achievement of the attributes of the PCN. The position also functions in a manner that supports the mission, vision, values, policies/procedures, and strategic priorities of the PCN and PMH.

## **QUALIFICATIONS:**

- Post-secondary degree in a health-related discipline. Master's degree in a relevant health or administrative field preferred. Experience in community development will be considered an asset. Other combinations of education and experience may be considered on a case-by-case basis.
- A minimum of five (5) years previous collaborative and distributed leadership experience in health care setting, including supervisory responsibilities
- Demonstrated experience in integrated service delivery design, project management, implementation and evaluation.
- Demonstrated knowledge of the principles of Primary Health Care, Population Health, and Health Promotion and the attributes of Primary Care Networks and the Patient Medical Home.
- Demonstrated knowledge of Indigenous cultural safety and humility and knowledge of related recent publications/reports and Government of BC positions and policies of importance to the implementation of PCNs in BC.
- Demonstrated listening, written and oral communication skills; ability to prioritize tasks and information in a changing environment.
- Demonstrated facilitation ability, including the ability to bring diverse perspectives together to reach consensus in support of common goals.
- Demonstrated experience in initiating changes and improvements, using quality improvement frameworks.
- Demonstrated knowledge of collective impact and good governance models.
- Reasonable understanding of employee and labour relations in BC.
- Sensitivity and respect for the human and political dynamics of health care management and system change within a culturally diverse population.
- Strong organizational, decision making and problem-solving skills; demonstrated ability to develop policy & procedures.
- Ability to display independent judgment.
- Ability to respect and promote confidentiality.
- Ability to perform the duties of the position on a regular basis.
- Ability to travel across the South Peace Region, and ability to be located in the South Peace region.

Note: This position is subject to a current Criminal Record Check, including Vulnerable Sector Registry Check.

## **RESPONSIBILITIES:**

- Provides overall operational leadership for the implementation of the strategies within the South Peace PCN, which includes working with Divisions of Family Practice, health authority staff, PMHs, physicians, nurse practitioners, nurses, AHPs, community agencies, and other primary care partners to operationalize direction from the PCN Steering Committee.
- Establishes operational procedures/resources as required to ensure consistent practice across regional PCN(s).
- Ensures Ministry of Health deliverables for the PCN funding are being achieved, in line with Ministry reporting requirements:
  - Engages family physicians and nurse practitioners within the PCN geography to provide data on patient attachments, using Ministry-provided data and reporting methods (e.g., use of the \$0 attachment code, Provincial Attachment System reports and encounter reporting).
  - Meets periodically with Ministry of Health to review and discuss PAS reports, as part of ongoing PCN performance for monitoring attachment, access and advancement of primary care attributes against service plan deliverables.
  - Coordinates the collection of PCN financial and health human resources data (and other reports as required) across all partner organizations, including the regional health authority, to track progress against service plan deliverables and share with the PCN Steering Committee (and the Ministry of Health, as required).
- Works with the division of family practice and other local groups to facilitate engagement of physicians and other community members in participating in the PCN.
- Project Management that includes proposal development, establishing the governance structure and operational plan, identifying and managing the operating budget (including resource allocation), developing an implementation plan, evaluation and reporting.
- Assists in the selection and monitoring of performance indicators at the local level. Prepares reports as requested.
- Participates in identifying opportunities for improvement in processes to facilitate access and improved quality of care for populations served by the PCN.
- Participates in the recruitment, selection, and orientation of PCN staff as required.
- Promotes positive communications and collaborative practice to improve efficiencies and works with team to resolve conflict as required.
- Develops communication strategies to inform providers of resources available within the team and to inform the public about the PCN.
- Supports the change management required to implement PCN.
- Other duties as assigned; additional work may be assigned to by the supervisor to meet the needs of the program.

## APPLICATION

An attractive salary, superb working environment, and comprehensive benefits package awaits the successful candidate recruited to the South Peace Primary Care Network Manager role.

To apply for this exceptional opportunity, please submit your cover letter and resume to Charleigh Rudy, Executive Director South Peace Division of Family Practice at [crudy@spdivision.ca](mailto:crudy@spdivision.ca) by **September 13th, 2024**.

The South Peace Division of Family Practice celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community. We do not discriminate against any applicant regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.

For more information about the South Peace Division of Family Practice, please visit us at: <https://divisionsbc.ca/south-peace>

For more information about the Provincial Primary Care Network Strategy, please visit us at: <https://fpscbc.ca/what-we-do/system-change/primary-care-networks>

*We acknowledge, with deep respect and gratitude, the opportunity for the South Peace Division of Family Practice to support our Membership and Patients who live, work, and play on the Traditional Territory of Treaty 8 First Nations.*