

Position: Healthcare Project Manager [Long Term Care Initiative]

Status: Permanent - dependent on funding

Hours: 20-30 hour/week

Pay Rate: \$50-60/hour

Starting date: ASAP

The Opportunity:

We have an exciting opportunity for a Healthcare Project Manager to develop and implement quality improvement projects and educational initiatives in Primary Care. In this role, you will work collaboratively with Division members, Health Authority partners, and external stakeholders to identify opportunities to improve primary care support for patients in Long Term Care.

The Long-Term Care Initiative (LTCI), now in its 8th year, provides primary care expertise to our Long-term care patients. With approximately 30 dedicated MRPs, this Initiative aims to improve the quality and availability of care for almost 1000 patients in Nanaimo.

The successful candidate for this role will be passionate about continuous improvement and have the ability to lead project teams while cultivating effective collaborations and partnerships. An ideal candidate will enjoy the challenges of finding workable and sustainable solutions in Primary Care and implementing change to benefit patients and providers.

Other primary care project opportunities may also arise within this role dependent upon funding.

To Apply: Please submit your resume and cover letter to info@nanaimodivision.ca. Your cover letter should clearly articulate how your experience, education and training would lead to success in this role. Incomplete applications will not be considered.

Key Responsibilities

- Develop project work plans and lead implementation through meaningful engagement with project partners and other key community stakeholders.
- Establish and facilitate project working groups and advisory committees.
- Work with the Division Quality Improvement Manager to create and deliver evaluation frameworks to ensure thorough and timely collection and analysis of data.
- Engage and consult with Primary Care community to ensure initiatives meet the IHI quadruple aim
- Establish project objectives, monitor project progress and finances, recommend modifications of project plans and/or budget as needed, and lead any refinement process.
- Ensures delivery of the project is in compliance with funding guidelines and organizational policy and processes.
- Coordinates the duties and responsibilities of the program team to fulfill deliverables, and meets regularly to provide support, monitor progress and participate in project activities, where necessary and appropriate.



- Engage with LTC Facility leadership and Division members to understand recruitment needs and be proactive in minimizing gaps in patient care.
- Ensure that the security and confidentiality of all data is maintained consistent with provincial regulations and Division policy.
- Utilize project data to prepare progress reports for submission and inform continuous quality improvement and refinement of each project.
- Prepare a monthly progress report to the Division Executive Director and/or PCN Director on all project activities and assist to develop internal reporting forms and processes.

Preferred Education, Training and Experience:

- University degree in a discipline related to project management, social sciences, healthcare, organizational design, or equivalent experience.
- Minimum 3 years' experience in project management, with proven ability to plan, lead, implement, manage and evaluate projects and inspire positive change.
- Applicants who have demonstrated a combination of relevant education, training, and experience will be considered.
- Collaborative team leadership style with exceptional interpersonal communication, relationship building and problem-solving skills.
- Practical experience in managing projects or initiatives with multiple internal and external stakeholders.
- Adept at presenting complex information and recommendations in simple, clear summaries, both verbally and in writing.
- Fundamental knowledge of survey data and assessment tools, as well as data management and analysis.
- Knowledge of Long-Term Care and/or experience working in a primary health care setting is an asset.
- Able to take initiative and produce high-quality work while meeting tight deadlines and collaborating with Division team members as needed.
- Cultural awareness and competency.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) is required.
- Valid driver's license required with access to a vehicle for local travel.

About the Nanaimo Division of Family Practice

The Nanaimo Division of Family Practice (the Division) respectfully acknowledges we work within the unceded, and traditional territories of the Coast Salish peoples – Snuneymuxw and Snaw-Naw-As First Nations. We are committed to cultivating a culturally safe work environment that reflects our Team's core values and promotes diversity and inclusion.

The Division is a non-profit, member-based organization celebrating over a decade of successfully supporting family practice and hospital-based physicians, nurse practitioners, and family medicine residents in the Nanaimo, Lantzville & Gabriola Island areas. We are funded by the Family Practice

Services Committee, one of four joint collaborative committees that represent a partnership of the Government of BC and Doctors of BC.

Our vision, *a healthy Nanaimo through empowering and supporting our primary care community*, is a key driving force for our team. In collaboration with community partners, stakeholders, and members, we support a variety of initiatives including, but not limited to, Primary Care Networks, Physician Recruitment and Retention, Long-Term Care, Mental Health & Substance Use, Pediatrics and Physician Education & Events.