

## **POSITION DESCRIPTION**

**TITLE:** Site Medical Lead, Kildonan Medical Centre (KMC)

**REPORTS TO:** Chief Medical Officer, Seven Oaks General Hospital  
Medical Director, Family Medicine, Winnipeg Regional Health Authority

### **QUALIFICATIONS:**

- GFT in the Department of Family Medicine
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Previous teaching experience in undergraduate or postgraduate Family Medicine
- Interpersonal skills appropriate to dealing with individuals from a variety of backgrounds
- Supervisory/Management experience preferred

### **BRIEF DESCRIPTION OF POSITION:**

The Site Medical Lead, Kildonan Medical Centre (KMC), Seven Oaks General Hospital provides leadership for the planning, organization and quality of medical care provided to clients.

The Site Medical Lead participates in the overall operation of Kildonan Medical Centre, ensuring the clinic is operated as an appropriate, effective, and efficient setting for resident teaching.

KMC is a clinical unit that participates in the educational training of residents in the Department of Family Medicine, College of Medicine, and University of Manitoba, is operated through SOGH, and is part of the Primary Health Care Program within the Winnipeg Regional Health Authority (WRHA).

### **DUTIES AND RESPONSIBILITIES:**

In addition to the duties and responsibilities outlined in the GFT contract, which includes duties related to general teaching, the incumbent is responsible for:

#### **1) Administrative**

##### **a) Human Resources**

- Participates in the recruitment, selection, hiring and orientation of GFTs and other health professionals for KMC
- Recommends to the WRHA Primary Health Care program, the appointment of medical staff in accordance with guidelines
- Performs annual performance evaluations for physicians who report directly



to the position

- Responsible for creating and coordinating schedules for physicians to ensure that the clinic has appropriate physician coverage, including call schedules
- In conjunction with the Office Supervisor, identifies non-faculty staffing needs and may participate in the selection and hiring of unit support staff
- Identifies the need for locum physician coverage and is responsible for recruiting, selecting, hiring, orienting, scheduling, and monitoring the performance of locum physicians
- Provides a link between clinic staff and the hospital administration, WRHA Primary Health Care program and other stakeholders

b) Financial Resources

- In conjunction with the Office Supervisor, is responsible for fiscal matters pertaining to the operating budget for the clinic, in consultation with the Program Director, Family Medicine, SOGH and the assigned Financial Analyst, SOGH
- Oversees the use of special accounts

c) Clinical Administration

- Supports SOGH, WRHA and University of Manitoba Department of Family Medicine mission, vision and values
- Assists the WRHA Primary Health Care program in the planning and coordination of service delivery based on a system wide model
- Ensures that the WRHA Medical Staff bylaws and SOGH and WRHA policies, procedures and standards are observed by site medical staff
- Develops, maintains, and monitors overall standards of care including customer service relations (i.e., complaints and compliments)
- In conjunction with the Office Supervisor identifies new and replacement equipment and furnishings needed to improve or maintain functioning of the clinic
- Participates in the planning for and oversight of any modifications or renovations to the clinic space
- Works with the Office Supervisor to allocate space within KMC, identifies space needs and negotiates with SOGH for same
- Ensures that appropriate policies and procedures exist to direct and monitor the clinical activities at KMC
- Works as part of an interdisciplinary team to ensure the site meets the accreditation criteria outlined by the Canadian Council on Health Services Accreditation

**2) Educational**

a) Medical Students, Residents and other Learners

- In conjunction with the Education Director (KMC), develops and periodically



reviews a system of orientation for incoming medical students, residents and other learners, which includes an overview of the program and departmental educational objectives and policies

- Provides an orientation to residents and other learners at the beginning of their KMC rotations/placements

b) Faculty/Staff

- Provides an orientation to new faculty
- Facilitates physician and clinical staff participation in faculty development and continuing professional development

c) Patients

- Facilitates physician and clinical staff participation in patient education initiatives

**3) University/Departmental/Section/Hospital**

FMC

- Chairs KMC unit staff meetings
- Chairs business meetings

Department of Family Medicine

- Member of the Strategic Committee

Seven Oaks General Hospital

- Member of the Medical Advisory Committee

WRHA

- Member of the site medical leads group
- Represents the site at MyHealth Team (primary care network) meetings

**4) Supervisory**

Supervises

- Unit GFTs
- Non-physician, non-nursing professionals in the unit
- In conjunction with the Program Director, Family Medicine, SOGH, supervises nursing professionals in the unit

Duties

- Participates in the recruitment, selection, and orientation processes
- Provides input into the performance evaluations of unit staff
- Liaises between support staff and Department Head, DFM Managing Director, DFM Education Manager, and SOGH administration

**5) Scholarly Activity**



- Develops a supportive milieu for KMC faculty and residents to pursue research and other scholarly activities consistent with their level of expertise
- Promotes involvement by physician and non-physician clinic staff in scholarly activities, including research

**6) Time Commitment**

- The time required to fulfill the duties related to this position is approximately 0.2 EFT (1 day per week).

**LINKAGES/INTERACTIONS:**

1. Department

- Department Head, Department of Family Medicine
- Education Director (KMC)
- Managing Director
- Program Director, Undergraduate Education and Associate Director, Undergraduate Education (for clerkship and pre-clerkship placement issues)
- Program Director, Postgraduate education (for resident placement issues)
- Director, Faculty Development/CPD
- Director, Research And Quality Improvement

2. Seven Oaks General Hospital

- Program Director, Family Medicine
- Chief Medical Office, Seven Oaks General Hospital

3. WRHA

- Primary Health Care Program