



POSITION DESCRIPTION

TITLE: Section Head, Primary Oncology

REPORTS TO: Head, Department of Family Medicine
Chief Medical Officer, Cancer Care Manitoba (CCMB)

QUALIFICATIONS:

- GFT in the Department of Family Medicine
- CCFP or FCRP, current membership in the relevant College
- Holds a full license from the College of Physicians and Surgeons of Manitoba
- Completion of specialized training in palliative medicine or equivalent experience
- Previous administrative experience in an academic setting (preferred)

BRIEF DESCRIPTION OF POSITION:

There is increasing national recognition that primary care physicians with a focused practice in oncology are a vital and growing part of the cancer workforce in Canada. While CCMB and the Winnipeg Regional Health Authority (WRHA) already employs full and part-time Family Practitioners in Oncology (FPO) as well as other primary care oncology professionals such as non-physician prescribers (NPPs) within the spectrum of its clinical and academic oncology and hematology services, there is a need to organize this within an academically oriented primary oncology unit.

The Section Head, Primary Care Oncology has overall responsibility for the Section of Primary Care Oncology within the Department of Family Medicine, Max Rady College of Medicine, University of Manitoba. This responsibility encompasses the development and delivery of academic programs (e.g., undergraduate, postgraduate, enhanced skills, faculty development, CME) as well as the administration of the Section, including the management of physical, financial and human resources. The Section Head will ensure that the Section operates in a manner that is consistent with the Department's mandate, mission, goals and objectives, and with the goals and objectives established by the Max Rady College of Medicine, University of Manitoba and the College of Family Physicians of Canada (CFPC).

The Section Head also serves as the Head, Department of Primary Care Oncology, Cancer Care Manitoba, and as such shares overall responsibility for the delivery of primary care oncology clinical services throughout the province

DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities related to general teaching, the incumbent is responsible for the following related to this position:

1) Administrative

a) General

- Ensures alignment between the goals and objectives of CCMB, Primary Care Oncology and the Department of Family Medicine, Section of Primary Care Oncology.
- As part of a multidisciplinary team, the Section Head is responsible for the effective and efficient administration of all inpatient and outpatient clinical programs within the purview of the section and the department.
- Provide high quality care to patients with malignant and blood disorders at CCMB
- Participate in relevant undergraduate and graduate teaching programs of CCMB and the U of M
- Strategic planning regarding the role of FPOs and NPPs in the provincial cancer workforce.
- Recruitment, training and deployment of FPOs and NPPs at CCMB, WRHA, and Community Cancer Program Network (CCPN) sites.
- Membership on the leadership team of CCMB's Community Oncology Program
- Liaison with the University of Manitoba/WRHA Physician Assistant Program.
- Conduct performance appraisals of FPOs and NPPs
- Ensuring regular educational rounds with specific focus on FPO and NPP clinical activities.
- Facilitating training, in particular of family medicine students/residents, including the Enhanced Skills Program in Cancer Care.
- Promoting the role of FPOs and NPPs through patient and health professional directed education
- Encourages and supports innovative and high quality educational programs at the undergraduate, postgraduate, graduate and continuing medical education levels, ensuring adequate quantitative and qualitative evaluation of teaching in all levels.
- Develops a vision and implementation plan for academic and clinical advancement of Primary Care Oncology within the primary care, acute care, long-term care and community care portfolios across the WRHA.
- Communicates and implements departmental policies, procedures and goals at the section level.
- Adheres to policies and procedures of the Department of Family Medicine, University of Manitoba.
- Facilitates collegial interaction among clinical faculty throughout the WRHA.
- Promotes productive and harmonious interactions between members of the section, between section members and other faculty, nursing and allied health staff.

- Prepares and provides reports related to section activity as requested by the department.

b) Financial

- In consultation with the Managing Director, Department of Family Medicine develops the annual University budget for the Section

2) Educational

a) Students/Residents

- Provides information on the program to potential students, residents locally, nationally and internationally.
- Facilitating training, in particular of family medicine students/residents, including the Enhanced Skills Program in Cancer Care.

b) Faculty

- Participates in the selection of new (nil-appointed) faculty members
- Participates in the orientation of new faculty members.
- Informs and facilitates ongoing faculty development.
- Ensures that faculty appointments to the Department of Family Medicine are initiated and/or renewed as required.

3) Research/Scholarly Activity

- Supports and stimulates individual and collaborative basic, clinical and applied research.
- Catalyze a productive clinical research program focused on primary care oncology.
- Strengthening the role of FPOs in education and research, particularly in clinical trials and in primary care oncology research.

4) Department

Participates as a member on the Department of Family Medicine:

- Department Council
- Strategic Committee

5) Supervisory

- In conjunction with the Director, Postgraduate Medical Education supervises any academic leads/coordinators within the Section.

6) Time Commitment

- The amount of time required to fulfill the duties for this position is approximately 0.05 EFT (2 hours per week or 1 day per month).

LINKAGES/INTERACTIONS:



Department:

- Department Head
- Associate Head, Distributed Medical Education
- Associate Head, Winnipeg
- Program Director, Postgraduate Medical Education
- Postgraduate Faculty Leads
- Associate Program Director, Enhanced Skills Programs
- Education Director(s), Enhanced Skills Programs
- Director(s), Undergraduate Medical Education
- Research Director
- Faculty Development Director
- Section Head
- Managing Director
- Other Department Leadership/staff

External to the Department:

- MBHealth
- Shared Health
- Winnipeg Regional Health Authority
- All Regional Health Authorities in Manitoba
- Cancer Care Manitoba
- CFPC