



POSITION DESCRIPTION

TITLE: Section Head of Palliative Medicine

REPORTS TO: Head, Department of Family Medicine
Vice President, Community Services, WRHA

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:

The Section Head, Palliative Medicine has overall responsibility for the Section of Palliative Medicine within the Department of Family Medicine, Rady Faculty of Health Sciences, University of Manitoba. This responsibility encompasses the development and delivery of academic programs (e.g., undergraduate, postgraduate, enhanced skills, 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 Mission and Aims and with the aims and goals of the College of Family Physicians of Canada (CFPC) and the Faculty of Medicine, University of Manitoba.

The Section Head also acts as the Medical Director of the Palliative Medicine Program within the Winnipeg Regional Health Authority and as such shares overall responsibility for the delivery of palliative medicine clinical services across the WRHA with the Program Director and the Administrative Director of the Palliative Medicine Program.

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

- Works closely with the Program Director and Administrative Director of WRHA Palliative Care program, the Section Head is responsible for the effective and efficient administration of all inpatient and outpatient clinical programs within the purview of section and the department. This will include scheduling of appropriate coverage, evaluation of clinical competence and meeting appropriate standards of evaluation of health care outcomes.
- Encourages and supports innovative and high quality educational programs at the undergraduate and postgraduate and continuing medical education levels and assist and supports the Program Lead, Palliative Medicine in ensuring adequate quantitative and qualitative evaluation of teaching in all levels.
- Ensures alignment between the goals and needs of the WRHA Palliative Medicine Program and the Department of Family Medicine, Section of Palliative Medicine
- Develops a vision and implementation plan for academic and clinical advancement of Palliative Medicine within the primary care, acute care, and long term care and community care portfolios across the Winnipeg Regional Health Authority.
- Communicates and implements departmental policies and procedures and goals at the section level. Adheres to policies and procedures of the Department of Family Medicine.
- Develops a vision and implementation plan for academic and clinical advancement of Palliative Medicine within the primary care, acute care, and long term care and community care portfolios across the Winnipeg Regional Health Authority.
- Communicates and implements departmental policies, procedures and goals at the section level. Adheres to policies and procedures of the Department of Family Medicine
- Facilitates collegial interaction among clinical faculty throughout the Winnipeg Regional Health Authority.
- 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) Trainees



- Provides information on the program to potential trainees, locally, nationally and internationally

b) Faculty

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

3) Department/Section

- Participates as a member on the Department of Family Medicine Executive Management Committee.
- Participates as a member on the following Section of Palliative Medicine committees:
 - Residency Program Committee
 - Physician's Meeting

4) Supervisory

- In conjunction with the Director, Postgraduate Education, supervises the Program Lead, Palliative Medicine and participates in this individual's performance appraisal.

5) Scholarly Activity

- Supports and stimulate individual and collaborative basic, clinical and applied research.
- Develops a supportive milieu for Palliative Medicine program faculty and residents to pursue research activities consistent with their level of expertise.
- Ensures that residents meet the department's requirement for scholarly activity and provides forums for this to occur.
- May assist residents in the development and presentation of research topics.

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 of Family Medicine:

- Department Head
- Managing Director

Rady Faculty of
Health Sciences



University
of Manitoba

Max Rady College of Medicine
Department of Family Medicine
S100 Medical Services Building
750 Bannatyne Avenue
Winnipeg, Manitoba, R3E 0W2

Max Rady College of Medicine, Rady Faculty of Health Sciences:

- Department of Psychiatry

External:

- Winnipeg Regional Health Authority
- College of Family Physicians of Canada
- Shared Health