



**MATAWA HEALTH  
CO-OP**

**Job Description  
Physician Services Lead**

## **PURPOSE OF THE POSITION**

Matawa First Nations has established the Matawa Health Co-operative (MHC) in 2017. This provincially incorporated Co-operative consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations. MHC provides health care services to achieve long-term health and well being for all members within the nine (9) Matawa First Nations.

The Physician Services Lead (PSL) is responsible for providing strong leadership and management for MHC physicians. In collaboration with the Executive Director and Director of Clinical & Nursing Services, the PSL will ensure MHC physicians participate and uphold the team-based and client-centered care model within the clinic/organization and across the Matawa communities. Provide leadership and coaching to physicians with the achievement of an integrated model of care for our Matawa members. The Physician Services Lead will also provide primary care to our members with complex and social needs in the Matawa communities.

## **RESPONSIBILITIES & DUTIES**

### *Leadership*

- Provide daily leadership to physicians, ensuring physicians are performing duties in a manner supportive of the organizational goals and MHC Strategic Vision via team development activities, coaching and performance management
- Promote and model MHC team-based and client centered care model and ensure the integrity of Matawa client care philosophy is maintained
- Precept student experiences, including supervision and evaluation of projects
- Foster effective collaboration between Health staff, internal and external stakeholders
- Conduct quarterly performance reviews with physicians
- Collaborate with the Executive Director, Director of Clinical & Nursing Services and MHC Board in the areas of physician recruitment, retention, and compliance to CPSO and MHC physician contract.
- Provide medical direction, clinical content expertise, and guidance to the Executive Director, Director of Clinical & Nursing Services, and Board of Directors as required.
- Provide physician input on strategic planning, theory of change, medico-legal concerns, research and evaluation, policy and procedures, best practice recommendations, fund development, and occupational health & safety.
- Composes objectives and policies for the medical program and relay these policies to the appropriate staff for it to be executed contained by an incorporated case management approach.
- Development and approval of medical directives for the organization
- Develop medical policies/administrative procedures for the organization.
- Participates together with Human Resources in the interviewing and hiring of medical staff and verifying their credentials. They will recommend hiring and disciplinary actions

of the medical staff for assessment with the consent of the Executive Director and Chief Executive Officer.

- Communicate to the Executive Director and Director of Clinical & Nursing Services any personnel, consultant, clinician or operational conditions that could potentially affect patient care or clinical performance. Including reporting of any physician's reductions in privileges in providing medical services
- Promote participating in MHC in house trainings and assist to ensure all MHC mandatory trainings are complete, reporting non-completion to Executive Director and Director of Clinical and Nursing Services
- Monitoring and verification of physician compliance in regard to maintaining required licenses and certifications
- Facilitate the maintenance of accurate and complete health records which meet the demands of interdisciplinary care and the Health Information Act
- Evaluate patient complaints and concerns, review patient surveys, and amend policies as required.
- Foster a healthy and safe working environment by providing support, coaching and intervention in MHC worker concerns and communication barriers within team and across organization
- Liaise with Northern School of Medicine and other organizations, creating a positive and mutually beneficial working relationship
- The PSL will devote approximately half of the time to treating patients in a clinical setting and the other half to administrative responsibilities while working for Matawa Health Co-op.

#### *Patient Care*

- deliver comprehensive primary health care services to practice patients of all ages and stages of health or illness
- Diagnose and treat acute/episodic illnesses (i.e. Respiratory illnesses, ear and throat, gastrointestinal, genital/urinary infections and dermatology) and injuries
- Work with other providers within the Matawa communities to provide a plan for weekend urgency/emergency coverage (phone consultation/triage)
- utilize an electronic medical record (EMR) and record all relevant patient details which is common and accessible to all collaborating team members
- Monitor the ongoing therapy of patients with stable chronic illness by providing pharmacological and counseling interventions
- Screen for the presence of chronic illnesses
- Formulate and communicate medical diagnoses and disorders
- Arrange for follow-up appointments as required

#### *Referral/Consultation/Collaboration*

- Arrange for external specialist consultations

- Provide communication to hospital and community staff and other inter-professional team members as required to ensure smooth transition for care between care sites

#### *Education and Advocacy*

- Conduct health promotion groups and individual counseling/education (i.e. Prediabetes, smoking cessation)
- Teach students and other team members

#### *Organization*

- Reflecting and interpreting MHC vision, mission and core values in their own work with enthusiasm and commitment
- Acting in accordance with relevant legislation and MHC policies, standards and procedures
- Proposing changes within MHC that would improve the quality of services to the Matawa First Nation members
- Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless deliver of services to our Matawa First Nation members
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries
- Applying Matawa culture, values, traditions and teachings into programming where possible,

#### *Northern Ontario School of Medicine*

##### *Remote First Nations Residency Program*

- Participating in the selection process as a file reviewer and interviewer
- Lead consistent and routine communication to the residents and faculty leaders of the Remote First Nations Medical Residency Stream to foster effective transition to practice with the Matawa Health Co-Operative
- Lead contract discussions ensuring that residents in the Stream are well apprised of their future practice and community commitments
- Promotion, recruitment, retention and training of Physicians in the Remote First Nations Medical Residency
- Liaise with the Eabametoong First Nation, other Matawa First Nations and other groups on a regular basis to promote effective communications
- Liaise with the Remote First Nations Program Residents

## **EDUCATIONAL REQUIREMENTS**

- They must have an advanced medical degree and have an experience in health management

## **QUALIFICATIONS AND REQUIREMENTS**

- Minimum of 2 years management/supervisory experience
- 5+ years of experience in an influencer or change agent role
- Demonstrated ability to create alignment and synergy within interdisciplinary team
- Understands and is aligned with philosophies around trauma informed practice, Adverse Childhood Experiences, the socio-environmental determinants of health, and issues related to poverty, mental health and substance use
- Demonstrated understanding and a commitment to an integrated and team base model
- Is knowledgeable in harm reduction practices and the social determinants of health.
- Experience in providing opioid agonist treatment is an asset
- Experience in community health & public health sciences is an asset
- Knowledge of community resources connected to the provision of health promotion and illness prevention related services
- An engaged team player capable of interacting professionally with multi-disciplinary health care staff at MHC with a collaborative attitude
- Excellent written, communication, organizational and time management skills with the ability to take initiative and work with limited supervision but within the guidelines of the position
- Ability to work efficiently, both independently and as part of a multi-disciplinary team
- Computer competency & experience with an electronic medical record is necessary
- The successful candidate will hold a Medical Doctor (MD) degree and be in good standing with the College of Physicians and Surgeons of Ontario. The candidate will hold a CCFP license in Canada

## **KNOWLEDGE AND SKILLS REQUIREMENTS**

The Physician Services Lead is expected to have a commitment to continuous improvement of the knowledge requirements in accordance with the following:

- Leadership, critical thinking, organizational and communication skills
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Ability to work in a collaborative practice model
- Strong health assessment/clinical skills
- Ability to prioritize, manage time effectively
- Capacity to adapt quickly to fast paced, dynamic work environment
- High degree of accuracy and attention to detail
- Electronic documentation of health records
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

## **WORKING CONDITIONS**

### **Physical Demands:**

- May have to lift, carry and manage equipment and supplies
- May have to work odd or long hours at a time to complete special requests or projects
- May have to spend long hours sitting and using office equipment, computers and attending meetings
- May involve routine exposure to persons with contagious or infectious illnesses and requires constant attention to infection control procedures.

### **Environmental Conditions**

- May find the environment to busy and/or noisy
- May have to travel to Matawa First Nation communities in all weather conditions
- May have to manage a number of projects at one time, and may be interrupted frequently
- Will need excellent organizational, time and stress skills to complete the required tasks.

### **Sensory Demands**

- Will spend an adequate amount of time with use of a computer and may experience eye strain and occasional headaches

### **Mental Demands**

- Will have to manage a number of requests and projects at one time
- May have to complete a number of tasks and responsibilities at one time
- Must be prepared to be on-call to deal with emergencies and stressful situations at any time.

### **Other Requirements**

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must provide a current Criminal Record Check and Vulnerable Sector Search
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test
- Must have a valid driver's licence

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name                      Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature                      Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
Chief Executive Officer's Signature                      Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.