

# Medical Director

Reports to:

Location:

Updated:

## Job Summary

Foundry is removing barriers and increasing access to health and wellness services for young people ages 12-24 and their caregivers through a network of youth-friendly centres across British Columbia and online. By offering integrated mental health care, substance use services, physical and sexual health care, youth and family peer support and social services, Foundry makes it easier for young people to find support in their communities. Online resources and first-of-its-kind virtual care further broaden Foundry's reach.

Reporting to the Executive Director, the Medical Director provides clinical leadership for the Foundry centre's primary care team, in close collaboration with the Program Manager and other members of the centre's leadership team. The Medical Director participates in primary care model development and implementation, as well as human resources planning and management, and they ensure the quality and safety of primary care services.

**Please note:** this is a part time appointment. The majority of the duties (# FTE) are direct care/patient focused, with a smaller proportion (# FTE) encompassing leadership and operational oversight.

## Key Duties and Responsibilities

### Leadership

- Leads an efficient and effective organizational operation for primary care according to best practices, ethical guidelines and regulatory requirements;
- Provides clinical leadership to physicians, psychiatrist and residents;
- In collaboration with the Program Manager, fosters collaborative working relationships that support clinical practice and promotes team-based care among an interdisciplinary team (e.g., Nurse Practitioner, physician, Registered Nurse, social worker, pharmacist, counsellors);
- Establishes and maintains effective and regular communication within the primary care team, to ensure effective engagement, efficient working and a supportive, safe, collegial work environment;
- Establishes clear lines of responsibility and accountability for primary care team and delegates appropriate responsibilities;
- Supports Foundry centre leadership with practice change, session allocation and funding model;
- Fosters an environment of evidence-based clinical practice that fosters professional growth, wellness and development of physicians;



- Leads educational training of medical students and residents including providing supervision and ensuring that the program component supports the educational objectives;
- Leads dissemination of information relevant for physicians; and
- Represents the Foundry centre in communication with the College of Physicians and Surgeons of BC.

#### Program planning and management

- Participates in the development and implementation of the Foundry service model;
- Participates in planning for the functional, space and equipment requirements for the centre and establishes processes for the allocation, review and management of primary care resources in conjunction with the Program Manager;
- Supports partnership development with Division of Family Practice and Regional Health Authority;
- Supports physician engagement in Foundry-related activities such as the clinical working group and the community of practice;
- Alongside the Program Manager, hosts tours of the centre for community funders and stakeholders and presents Foundry centre primary care information; and
- Represents Foundry centre primary care at governance tables and meetings with Foundry Central Office and various stakeholders.

#### Human resources management (in collaboration with the Program Manager)

- Participates in the development of a medical human resources plan;
- Ensures medical staff are properly selected, supported and guided, following credentialing and privileging processes to ensure qualified and competent practitioners;
- Ensures medical staff are licensed and have current emergency training;
- Completes annual review of medical staff;
- Ensures non-medical primary care staff are qualified and competent to carry out their role and responsibilities;
- Ensures that all new physicians, locums, medical students and residents are effectively oriented to the centre;
- Ensures all primary care staff are informed, consulted and adhere to program policies, procedures, goals, objectives and rules; and
- Works with administrative staff to coordinate an efficient, effective and comprehensive physician schedule to ensure minimal disruption to primary care services.

#### Quality and safety (jointly managed with the Program Manager)

- Ensures that primary care meets medical care standards as per the College of Physicians and Surgeons of BC, by establishing and maintaining administrative procedures, protocols and systems;
- Ensures that appropriate processes are in place to measure and improve the quality of care provided by primary care staff;
- Identifies and leads quality improvement initiatives for primary care services, such as developing and implementing interventions that promote improvement, and promotes effective communication about these initiatives within the team and with others as appropriate;
- Participates in analysis and interpretation of quality activities and prepares and presents quality reports; and



- Ensures primary care practices and centres meet relevant accreditation standards and practice standards for safe delivery of high quality primary care.

#### Patient safety and incident reporting (in conjunction with program manager and/or operational manager of co-located partner program)

- Ensures process is in place to support the recognition and reporting of patient safety incidents and near misses;
- Supports team members regarding the timely reporting of each incident;
- Recognizes and analyzes information to improve safety systems;
- Ensures that recommended actions are implemented and maintained; and
- Notifies the College of Physicians and Surgeons of British Columbia of patient safety incidents requiring mandatory reporting.

## Qualifications

- A medical degree and licensed and in good standing with the College of Physicians and Surgeons of British Columbia, the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada, as well as the local Division of Family Practice;
- Current Canadian Medical Protective Association coverage;
- Medical leadership experience;
- Formal education in health administration (management education) or demonstrated willingness to undergo same;
- Enthusiasm for and experience in working with young adults and adolescents; and
- If Foundry centre has or will have medical students, interns or residents: a minimum requirement of being a clinical instructor for UBC Faculty of Medicine, Department of Family Practice, with at least three years of clinical practice experience.

## Skills and Abilities

- Demonstrates knowledge and skills in the following areas:
  - Reproductive health, including sexual health and sexually transmitted infection prevention and treatment;
  - Common physical and emotional problems of young people;
  - Child and adolescent physical, psychological and social development;
  - Harm reduction strategies for young people;
  - Health promotion and prevention strategies;
  - Awareness of and sensitivity to diverse cultural beliefs and practices;
  - The unique ethical, legal and confidentiality issues in caring for young people; and
  - Hospital and community resources for young people.
- Excellent interpersonal communication skills with the ability to work collaboratively in an interdisciplinary team;
- Exceptional problem-solving skills and the ability to help others to use the same analytical thought processes; and
- Ability to deal with a host of interdisciplinary issues involving allocating staff and resources.

