**EK PCN Leadership Roles & Responsibilitiesv3**

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| **EK PCN Steering Committee** | | |
| * IH PCN Manager, EK DoFP PCN Strategic Lead, and the Ktunaxa PCN Manager will work collaboratively to lead PCN services across the EK to deliver the EK PCN Model of Care and the Ministry of Health PCN Attributes.(Our Model of Care incorporates the MoH PCN attributes do we want to spell this out separately?) * Collaborates and maintains effective working relationships with a wide variety of partners (e.g., physicians, Ministries, community agencies, organizations, and professionals) that are critical to the development and delivery of the PCN. * Provides strategic oversight to IH Health Centres where PCN services are part of an integrated team. | | |
| **IH PCN Manager** | **EK DoFP PCN Strategic Lead** | **Ktunaxa Manager, Health Services & Strategic Initiatives** |
| **Recruitment, Selection & Management**  Will assume overall responsibility for all the PCN team members hired through IH. This will include:   * Existing clinic based staff – Cranbrook & Fernie * Clerical, Nursing and Allied Health staff (Allied Health Professional Practice Leads will provide clinical leadership support). * Matrix reporting structure with Kimberley Health Centre, Sparwood Health Centre and Elkford Health Centre, where site managers are currently responsible for PHC services as part of an integrated team. * Site Manager of new TBC Clinic in Cranbrook (if operated by IH).   *Responsibilities will include:*   * Lead the recruitment and selection. * Performance management. * Arrange orientation for new IH PCN staff and take action to address any professional development needs. * Identify material, spatial, and financial resources required for the delivery of services, as well as provide critical input to resource allocation and budgetary adjustments; monitors expenditures and variance reports; and ensures that resources are utilized effectively and efficiently to meet the needs of the PCN. * Collective agreement administration. | **Recruitment, Selection & Management**  Will assume overall responsibility for all the PCN team members hired through EK DoFP. This will include:   * Change Management staff & contractors. * MOA in Golden * Site Manager of new TBC Clinic in Cranbrook (if operated by EK DoFP).   *Responsibilities will include:*   * Lead the recruitment and selection. * Performance management. * Arrange orientation for new EK DoFP PCN staff and take action to address any professional development needs. * Identify material, spatial, and financial resources required for the delivery of change management & contractor supports, as well as provide critical input to resource allocation and budgetary adjustments; monitors expenditures and variance reports; and ensures that resources are utilized effectively and efficiently to meet the needs of the PCN. | **Recruitment, Selection & Management**  Will assume overall responsibility for the all PCN team members hired through the Ktunaxa Nation. This will include:   * Allied Health Staff (Social Workers, Mental Wellness Clinicians, Aboriginal Health Coordinators, and Elder Honoraria).   *Responsibilities will include:*   * Lead the recruitment and selection. * Performance management. * Arrange orientation for new Ktunaxa Nation PCN staff and take action to address any professional development needs. * Identify material, spatial, and financial resources required for the delivery of services, as well as provide critical input to resource allocation and budgetary adjustments; monitors expenditures and variance reports; and ensures that resources are utilized effectively and efficiently to meet the needs of the PCN. |
| **IH PCN Manager** | **EK DoFP PCN Strategic Lead** | **Ktunaxa PCN Manager** |
| **Contract Management**   * Develops and manages PCN service contracts where applicable. * PCN Physician session oversight. * PCN NP Contract oversight. | **Contract Management**   * Develops and manages PCN service contracts where applicable. E.g., Communications Support. * Management of IH Minor Service Contract for the administration of PCN Overhead $ | **Contract Management**   * Develops and manages PCN service contracts where applicable. * Elder Honoraria? Here or in recruitment / selection. |
| **Committee Work**   * Co-chair the EK PCN Steering Committee. * To operationalize direction from the PCN Steering Committee. * Participates in other PCN committees / working groups as required. * Participates on various committees /working groups as required that are related to the delivery of the IH programs /services. | **Committee Work**   * Co-chair the EK PCN Steering Committee. * To operationalize direction from the PCN Steering Committee. * Participates in other PCN committees / working groups as required. * Coordinate the duties and responsibilities of the committees and working group(s) to fulfill the project deliverables, and meet regularly to provide support, monitor progress and participate in project activities. | **Committee Work**   * Co-chair the EK PCN Steering Committee. * To operationalize direction from the PCN Steering Committee. * Participates in other PCN committees / working groups as required. * Participates on various committees/working groups as required that are related to the delivery of the Ktunaxa programs /services. |
| **IH PCN Manager** | **EK DoFP PCN Strategic Lead** | **Ktunaxa PCN Manager** |
| Quality Improvement Evaluation/Risk Management  * Participates in identifying opportunities for improvement in processes to facilitate access and improved quality of care for populations served by the PCN. * Leads and facilitates improvement changes. * Ensures a process for reviewing and responding to client/customer feedback. * Identifies potential risks and applies mitigation strategies. * Prepares or provides statistics and information related to workload management, department activity, quality assurance, or clinical use on a scheduled or as requested basis. * Implements and monitors quality improvement initiatives for assigned areas and standardization with other IH communities/services as practical. | Quality Improvement Evaluation/Risk Management  * Participates in identifying opportunities for improvement in processes to facilitate access and improved quality of care for populations served by the PCN. * Leads and facilitates improvement changes. * Ensures a process for reviewing and responding to client/customer feedback. * Identifies potential risks and applies mitigation strategies. * Ensure comprehensive project evaluation by working closely with the project evaluator to ensure thorough and timely collection and analysis of data, and preparation of interim and final evaluation reports. * Develops the PCN QI Framework. | Quality Improvement Evaluation/Risk Management  * Participates in identifying opportunities for improvement in processes to facilitate access and improved quality of care for populations served by the PCN. * Leads and facilitates improvement changes. * Ensures a process for reviewing and responding to client/customer feedback. * Identifies potential risks and applies mitigation strategies. * Prepares or provides statistics and information related to workload management, department activity, quality assurance, or clinical use on a scheduled or as requested basis. * Implements and monitors quality improvement initiatives for assigned areas and standardization with other Ktunaxa communities/services as practical. |
| **Communication/ Relationships**   * Identifying and nurturing partnerships that will support the goals of the PCN * Works strategically with partners to collaborate / communicate in meeting the needs of the PCN. * Promotes positive interactions between staff and public * Forming relationships with practices, physicians, staff, and community partners * The Clinical Manager will work closely with primary care leadership staff in the partnership to coordinate cross system integration of primary health care. * Collaborates and maintains effective working relationships with a wide variety of internal (e.g., Directors and Managers) and external partners (e.g., physicians, Ministries, community agencies, organizations, Aboriginal partners, and professionals) that are critical to the development and delivery of programs within the assigned areas of responsibility. | **Communication / Relationships**   * Identifying and nurturing partnerships that will support the goals of the PCN * Works strategically with partners to collaborate / communicate in meeting the needs of the PCN. * Promotes positive interactions between staff and public * Forming relationships with practices, physicians, staff, and community partners * The Clinical Manager will work closely with primary care leadership staff in the partnership to coordinate cross system integration of primary health care. * Collaborates and maintains effective working relationships with a wide variety of internal (e.g., Directors and Managers) and external partners (e.g., physicians, Ministries, community agencies, organizations, Aboriginal partners, and professionals) that are critical to the development and delivery of programs within the assigned areas of responsibility. * Development and implementation of an EK PCN Communications Plan. | **Communication/ Relationships**   * Identifying and nurturing partnerships that will support the goals of the PCN * Works strategically with partners to collaborate / communicate in meeting the needs of the PCN. * Promotes positive interactions between staff and public * Forming relationships with practices, physicians, staff, and community partners * The Clinical Manager will work closely with primary care leadership staff in the partnership to coordinate cross system integration of primary health care. * Collaborates and maintains effective working relationships with a wide variety of internal (e.g., Directors and Managers) and external partners (e.g., physicians, Ministries, community agencies, organizations, Aboriginal partners, and professionals) that are critical to the development and delivery of programs within the assigned areas of responsibility. |
| **Other** | **Other**   * Provide overall project leadership for the implementation of the EK PCN, through engagement with the partners and other primary care providers, community agencies, and other stakeholders. * Responsible for project management including proposal development, establishing the governance structure and operational / implementation plan, identifying and managing the operating budget, evaluation and reporting. * Responsible and accountable to the MoH for progress reporting to effectively achieve the goals of PCN projects within the established budget. * PCN lead to ensure that the security and confidentiality of all PCN data is maintained consistent with provincial regulations and policy. * Lead for physician liaison and engagement. * Support physicians in GPSC Minor Tenant Improvement application process. | **Other** |
| **PCN Medical Director** | | |
| Will provide guidance to the leadership team regarding implementation, delivery, and evaluation of services within the PCN. They will advise on policies and procedures where applicable and provide oversight of GP communication strategies. | | |