**Sample Roles and Responsibilities for Health Authority ‘PCN Manager’ Position**

**Recruitment, Selection & Management**

Will assume overall responsibility for all the PCN team members hired through IH. This will include:

* Existing clinic based staff
* Clerical, Nursing and Allied Health staff (Allied Health Professional Practice Leads will provide clinical leadership support).
* Matrix reporting structure where site managers are currently responsible for PHC services as part of an integrated team.
* Site Manager of new TBC Clinic in X (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.

**Contract Management**

* Develops and manages PCN service contracts where applicable.
* PCN Physician session oversight.
* PCN NP Contract oversight.

**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.

Initiates and monitors the following in collaboration with the IH Allied Health PPL:

* Recruits, short lists, interviews and hires staff
* plans IH and supports PCN orientation
* initiates, coordinates and conducts employee performance evaluation

Accountable for the administration, budget, fiscal planning, and operational supervision of staff

* Supports and facilitates collaboration and integration of staff in interdisciplinary teams (ie/ 1:1 meetings, group meetings)
* Reviews and meets with staff regarding sick time and Attendance Performance Program if appropriate
* Monitors, evaluates and makes decisions on the effective distribution of all resources and their impact on services
* Responsible for the financial management-including monitoring and managing budgets
* Directs the PCN operation through scheduling and coordinating staff assignments
* Reviews time sheets sent to Staffing Services and keeps a record
* Receives unplanned absences through EARL and follow up with clinic as needed
* Ensures adequate staffing levels by performing duties such as preparing staff work schedules/rotations
* Reviews and approves planned leave/vacation requests and authorizing overtime in accordance with collective agreements
* Reviews and approves extended leave absences and communicates with appropriate PPL and Allied Health Manager
* Reviews education requests and communicates with appropriate PPL if needed prior to approving
* Coordinates vacation selection process every year