Project Coordinator –

Physician Communication

**Job Posting:** Project Coordinator - Physician Communication

**Job Details:** contract position

**FTE:** 0.20 FTE (approximately 8 hours/week) contract through March 31, 2016

**Organization**

The Divisions of Family Practice is an innovation in health care in B.C., designed to support and advocate for family physicians, increase primary health care capacity and improve patient health outcomes. The Richmond Division of Family Practice is a non-profit society governed by a board of directors with membership comprised of 135 family physicians in Richmond. More information about our organization can be found at [www.divisionsbc.ca/richmond](file:///C%3A%5CUsers%5Calh%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C5WYRHS6X%5Cwww.divisionsbc.ca%5Crichmond).

**Project**

The Richmond Division is taking part in a province-wide initiative called A GP for Me/Attachment. The goals of the A GP for Me (Attachment) initiative are:

1) Confirming and strengthening the relationship between family physicians and patients, including better support for the needs of vulnerable patients

2) Enabling patients who want a family doctor to find one

3) Increasing the capacity of the local primary health care system

The A GP for Me initiative supports the Richmond Division’s ultimate goal of delivering and sustaining full spectrum local health care that is responsive and reflective of the Richmond community.

This initiative in turn clearly supports the Doctors of BC *Triple Aim* by building a more sustainable local health system while improving experiences for patients and family physicians, ultimately contributing to better health outcomes for Richmond residents.

The A GP for Me initiative’s implementation phase will run from February 2015 through March 31, 2016. The Project Coordinator - Physician Communication will be responsible for coordinating our Physician Communication strategy, one strategy of five that is being developed to strengthen our GP community and to meet the needs of Richmond residents.

**The Responsibility**

The Project Coordinator - Physician Communication will report to the Board of Directors through the Executive Director. Core duties and responsibilities include leading and organizing the Physician Communication project, implementing all activities as outlined in the work plan and providing appropriate and timely communications to project stakeholders. You will also look to identify and address gaps, barriers and risks and capitalize on strengths and emerging opportunities. Experience in working with community-based family physicians is core to the success of this role.

Some examples of the types of activities you will be accountable for include, but are not limited to:

* Ensuring the Physician Communication project consistently supports the strategic goals and organizational plans for the Division and meets all project activities and deliverables
* Leading and organizing the Physician Communication Working Group that oversees and provides guidance on the project. The Working Group will meet monthly and will be expecting progress reports, project documents and relevant materials.
* Supporting the work of the consultants, partners and GP Champions to develop learning strategies and materials which will be delivered to GPs
* Complete all accreditation documents
* Identifying and engaging key stakeholders including VCH-Practice Support Program and VCH-Richmond
* Coordinating three workshops including all event planning and execution and the creation of supporting materials for the sessions
* Liaising closely with the Executive Director, A GP for Me Project Lead and Project Team and members of the Working Group to ensure project development and achievement of deliverables
* Supporting ongoing quality improvement and project evaluation throughout the lifespan of the project
* Developing strategies for sustainability for the materials and project goals

The Project Coordinator will work on contract from their home office, attend meetings and perform job-related duties in Richmond and the Lower Mainland. Attendance at early morning or evening meetings will be required. All Richmond A GP for Me project activities will be completed by March 31, 2016. The incumbent will hold a valid BC driver’s license and have access to a vehicle.

**Required Qualifications, Skills and Experiences**

* Minimum of five years’ experience and/or education in communications, community development, human resources or related health discipline
* Minimum three years’ experience in a coordinating/coordination capacity
* Experience with event planning
* Proven ability to plan, lead and inspire positive change
* Experience working with family physicians
* Working knowledge of local primary care services in Richmond
* Demonstrated ability to be innovative, creative, and solution seeking
* Demonstrated ability to manage, plan, implement, organize, and problem solve Demonstrated ability to be effective in an environment subject to continuous change
* Excellent interpersonal and communication skills (verbal, written)
* Excellent time management and organizational skills
* Computer literacy with word-processing, spreadsheet, presentation and project management applications
* Ability to work independently as well as work closely in a supportive capacity with the Executive Director, Project Lead, Administrative Support and the Board of Directors
* Ability to represent the Richmond Division professionally and in accordance with the values and priorities of the organization
* Familiarity with non-profit sector organizational operations is an asset