



## **Oxford and Area Ontario Health Team Primary Care and Clinical Collaboration Lead**

**JOB TITLE:** Primary Care and Clinical Collaboration Lead

**REPORTS TO:** Executive Project Lead

**STATUS:** Temporary Full Time – 1 Year Contract

### **JOB DESCRIPTION:**

The Primary Care and Clinical Collaboration Lead will plan new initiatives and build on and execute existing projects supporting integrated, coordinated care in Oxford. The ideal candidate will support the Oxford primary care community with engagement and project management tools and resources to ensure targeted information is communicated effectively across the OHT partnership and will ensure needed supports are available to primary care and clinical partners. The ideal candidate will also focus on providing project management coupled with clinical expertise to support co-design work across priority populations and other priorities within the Oxford OHT. Experience successfully working with primary care providers, physicians, and clinicians, and patients, as well as having education and coaching qualities are highly valued. The individual must be an exceptional communicator who will ensure that the patient experience is central to planning and decision-making.

The Primary Care and Clinical Collaboration Lead is responsible for planning and executing OHT initiatives and projects, with clinicians and patients in alignment with the Oxford OHT strategic priorities. This position will assist in driving projects forward by organizing resources across organizations and information to complete deliverables and meet project objectives. They will provide a strong focus on change management and quality improvement methodologies and performance evaluation to support project teams in spreading and scaling project successes. They will be a key member on the OHT Operations Team ensuring alignment with Oxford OHT strategic priorities.

### **RESPONSIBILITIES:**

**1.** Lead the planning, coordination, communications, and stakeholder engagement processes necessary to support primary care leadership through new and ongoing initiatives in our community. Key components of this work include:

- Providing strategic support and guidance to local primary care providers
- Acting as liaison between primary care providers and OHT working groups, as needed (i.e. collating and voicing primary care feedback, challenges, and opportunities)
- Developing and monitoring project plans and timelines to support and help achieve project milestones and deadlines

- Actively engaging and communicating with local Primary Care providers and identify opportunities to support the needs of primary care and their patients
- Identifying and engaging additional stakeholders, as needed
- Creating and implementing a comprehensive Primary Care communication strategy
- Acting as the main point of contact to coordinate primary care planning, communication and implementation

**2.** Assist the Oxford OHT Operations team and partners with coordinating and delivering on multiple projects, initiatives, and deliverables. Key components of this work include:

- Providing project management expertise including planning, initiation, implementation, monitoring and control, risk identification and mitigation, benefits realization, and budget management
- Conducting environmental scans and assessments to inform business cases, co-design, and project development
- Working collaboratively across sectors, working with interdisciplinary teams, with particular attention to clinical teams
- Providing project leadership and project management support to the development and implementation of OHT project plans; communicate project goals, objectives, and performance metrics; and document and track project phases and associated progress
- Supporting co-chairs across the OHT governance structure (e.g. committees, working groups)
- Working in partnership with Operations Team members to inform communication plans and provide regular, transparent, and accurate updates to key stakeholders
- Identifying key partnership opportunities and develop business cases to advance OHT priorities
- Foster partner engagement and nurture and support change management while guiding their teams through complicated change
- Support informed OHT partner decision-making by developing options and recommendations for consideration across the governance structure
- Participate in virtual and face-to-face meetings

**KEY COMPETENCIES:**

- Excellent clinical know-how: culture, workflow, communicating effectively with health care professionals
- Clinical education and training expertise for health care professionals including but not

limited to physicians, clinicians, and administrators

- Exceptional organizational skills with the ability to develop project plans and manage projects with multiple stakeholders and constantly adjust priorities
- Demonstrated excellence in interpersonal, written and verbal communication skills with the ability to demonstrate tact and diplomacy with diverse groups of stakeholders, including patients, front-line healthcare providers, community agencies, and healthcare administrators
- Advanced knowledge of computer applications (e.g. Microsoft Office, Webex, Zoom, etc.) and willingness to learn new applications (e.g. Smartsheet, Mailchimp, etc.)
- Demonstrated ability to build partnerships and foster collaborative relationships
- Demonstrated ability to collect and analyze quantitative/qualitative data and apply insights for continuous improvement opportunities
- Demonstrated effective presentation skills including the ability to present and discuss complex information in a way that establishes rapport, persuades others and gains understanding
- Strong ability to prioritize effectively and follow through on deliverables and deadlines to achieve successful results
- Effective time management skills and ability to balance competing demands
- Strong understanding of health care in Ontario and Oxford County

## **QUALIFICATIONS AND EXPERIENCE:**

### **Education:**

- University degree in related field (i.e. nursing, business administration, public health administration, health management, health administration) or equivalent combination of education and experience
- Registered Nurse, with Leadership and Management Program education, preferred
- Clinical Educator certification considered an asset
- Project Management designation preferred (i.e. PMP, CAPM)
- Change Management certification considered an asset (i.e. Prosci)
- Quality Improvement training and/or exposure considered an asset (i.e. Lean Six Sigma)

### **Experience:**

- 5+ years of clinical experience working in a publically funded health care organization (i.e. acute care, primary care, home and community care, long term care, mental health and addictions, etc.)
- 3+ years of project management and/or process improvement, in a health care setting



- Experience working with physicians and interdisciplinary teams

**ACCOUNTABILITY, REPORTING AND CONDITIONS:**

**Reporting relationship:** Primary Care and Clinical Collaboration Lead reports to the Executive Project Lead

**Supervisory responsibilities:** none

**Equipment to be used:** computer, printer, copier, telephone

**Typical physical demands:** office environment

**Typical mental demands:** typical mental demands

**Working conditions:** Hybrid (remote and in person work required). In person work approximately once per week. Home base location is Woodstock Hospital. Must have own transportation for local travel.

Must have and provide proof of full COVID-19 immunization. Competitive salary and benefits will commensurate with experience. Secondment from Oxford OHT partnering organizations preferred.

**TO APPLY:** CLICK HERE - Please include a copy of your cover letter and resume.

<https://app.smartsheet.com/b/form/a6422663383b4cf0bb39a3ca4516c89b>

we seek to provide accessibility for all applicants, consistent with our accessibility policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs. If you require assistance with your application please contact [info@oxfordoht.ca](mailto:info@oxfordoht.ca). We thank all applicants; however only those selected for an interview will be contacted to participate in an interview. The interview panel will consist of various health sector partners and patients, families, or caregivers.