



EMPLOYMENT OPPORTUNITY
Regional Physician Coordinator
Permanent Full Time
Location: Happy Valley – Goose Bay

This is one of four Regional Physician Coordinator positions. The Regional Physician Coordinators will report to the VP Medical Services or designate of the Regional Health Authority, and liaise with NLHBA Provincial Recruitment Office for provincial responsibilities.

Qualifications:

Candidates will have completed a Baccalaureate Degree in Business Administration or a health profession;
Experience in Health Administration or Human Resource Management will be an asset;
Past experience and proficiency in writing reports and proposals for grants are required;
Ability to manage information in Access and Excel is required;
Must have good interpersonal skills;
Certificate of Good Conduct.

Duties (include but not limited to):

Provincial responsibilities: The Regional Physician Coordinators, while physically located within the Regional Health Authority, will demonstrate an interdependency with the NLHBA Provincial Recruitment Office in many long term recruitment initiatives: These include, but are not limited to:

1. Developing an annual recruitment and retention work plan for approval.
2. Reporting on-going activities related to the annual work plan to the Provincial Recruitment Office through: monthly teleconference meetings, and written regional reports for inclusion in the regular NLHBA report to the VPs of Medical Services
3. Implementing best practices for the province through consistent regional practices on a variety of recruitment and retention activity such as:
 - Consistent local, national and international advertising of vacancies, including maintenance of the RHA portion of the PracticeNL recruitment website
 - Provision of leadership and coordination to introduce best practices across the province in six core programs within their region:
 - (1) MUN/Regional Recruitment Strategy
 - (2) Regional and site orientation
 - (3) Professional Mentorship Program
 - (4) Community Mentorship for physicians and their families
 - (5) Community Retention Committee Awareness Campaign, including on-going community involvement in established committees
 - (6) Regional MedQuest and Health Career Promotion in high schools throughout the region.
4. Coordinating a welcome, orientation and mentorship option for all visiting students/residents/electives/physicians/families new to the region.
5. Developing on-going linkages with the provincial medical students/residents and bursary recipients:
 - a. Coordinates the evaluation by students and residents of the training sites and provides an annual feedback report to VP Medical Services and Preceptors. Compiles an annual report for Medical Services with recommendations for continuous improvement.
 - b. Welcomes visiting students/residents/elective students to the region
 - c. Facilitates regional/medical school events.
 - d. Liaises with the provincial bursary program representative, DOHCS
6. Writing joint proposals that are representative of common interests/issues related to recruitment and retention. Prepare written proposals and presentations to VPs Medical Services meetings for feedback/approval, and identifies potential funding sources for new initiatives.

Regional Responsibilities: The following regional responsibilities are a unique combination of duties required by the specific Medical Services of each RHA. Duties include:

- Maintaining a database of physicians on staff;
- Organizing the site visit schedule for potential candidates;
- Organizing and facilitating the professional orientation schedule for each new physician;
- Identifies both the regional and site specific orientation needs of each new physician joining the Labrador Grenfell Health Authority and organizes, facilitates and monitors the orientation process;

Organizes and facilitates the orientation for each new physician and their family to the community with particular emphasis on life in rural and remote communities;
Liaising with rural health facility managers/directors/chiefs of service on vacancy descriptions and advertising needs;
Organizing and taking minutes for the Regional Medical Advisory Committee;
Providing written reports on medical staffing and other physician issues to the VP Medical Services every 2 months;
Other tasks assigned by the VP Medical Services.

Salary:

HL- 20 of the Hay Management plan (Subject to Classification).

Hours of Work:

75 hours bi-weekly (Monday-Friday)

This posting is open to male and female applicants.

Interested applicants please submit resume, stating competition number 10-237N, to:

Human Resources
Labrador – Grenfell Regional Health Authority
P.O. Box 7000, Stn. C
Goose Bay, NL A0P 1C0
Tele: (709) 897-2359 Fax: (709) 896-4741
E-mail: humanresources@lghealth.ca

Posting Date: June 28, 2010

Closing Date: July 16, 2010

REVISED

JULY 6, 2010