

Job Posting
Medical Director/Advisor
0.2 fte

Options for Sexual Health is currently seeking a sexual and reproductive health physician to take on the role of Medical Director/Advisor for the organization. As an important member of the leadership team, this individual must be passionate about advancing sexual and reproductive health care from a sex-positive, pro-choice and feminist perspective. This position requires attendance at quarterly meetings in Vancouver, however, the role could easily be fulfilled by someone outside of the lower mainland.

The successful candidate will:

- Be a licensed physician in good standing with CPSBC, and maintain that licensure and standing while in this role
- Have expertise and interest in sexual and reproductive health
- Currently provide clinical services in an Options for Sexual Health Clinic or commence to do so upon appointment
- Have PHSA/BCWH privileges or be eligible for credentialing and privileges at PHSA/BCWH
- have a strong interest and ability in policy issues and strategic program development
- have a track record of effective relations with political and bureaucratic organizations
- possess project management skills
- have a familiarity with the organization and partners
- have a proven track record of positive professional relationships and conduct
- have a commitment to consultation, teamwork and partnership

Comprehensive mentoring and orientation will be available before the current incumbent departs.

Letters of interest and resumes can be sent by **January 03, 2020** to the Clinical Practice Director, Nicole Pasquino npasquino@optbc.org and Executive Director, Michelle Fortin mfortin@optbc.org

Options is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our Provincial Office is located on the unceded, traditional territories of the Tsleil Watuth, Squamish and Musqueam peoples.

Job Description Medical Director/Advisor

Background

Based in British Columbia, Options for Sexual Health (Options) is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the Sex Sense information and referral service. Options seeks to provide comprehensive and accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life.

The position of **Medical Director** is a part time position (approximately 1.0 days per week on average; 0.2 FTE) for a qualified physician with extensive experience in sexual healthcare. Activities of the Medical Director will not be constrained to one calendar day of the week and may be spread unevenly throughout the week.

Reporting to the Executive Director and working collaboratively with the Clinical Leadership team (Clinical Practice Director (Nursing) and Clinic Services Director (Operations)), the Medical Director is broadly responsible for supporting Options for Sexual Health to achieve and maintain the highest medical standards, contributing to the organization's leadership in exemplary healthcare delivery.

Key Deliverables:

Provide medical advice to the organization in support of clinical services, policy and program development, program implementation and evaluation, clinical quality improvement, professional education and research.

Options Medical Director Role includes:

Provincial expertise and clinical leadership

- Answers clinical questions from Options clinics and Sex Sense at the request of, or in the absence of the Clinical Practice Director; providing evidence-based references when appropriate
- Assists in the development of Options for Sexual Health Standards and Guidelines
- Collaborates with external organizations and serves on advisory committees / working groups (e.g. Syphilis Outbreak Response Committee; Sexual Health Strategy Working Group)
- Assists in program development and review; advises on clinical practice improvement and change management
- Provides clinical perspective on all administrative matters relevant to Clinical Services
- Reviews medications and devices dispensed at Options clinics

- Assists in review of research requests, development of in-house research where appropriate
- Reviews, and when appropriate signs and submits referrals to specialists for RNs where no MD is on site; abortion referrals require same day response
- May call in prescriptions for patients assessed by RNs; may be consulted on patient care in evenings when contacted by RNs
- May be consulted on sexual and reproductive health questions by community physicians from around the province
- Monitors and accesses current and relevant medical literature for review, sharing as needed and appropriate - e.g. through UBC or CPSBC.

Clinical audit and clinical incident investigation

- Reviews and advises on incident reports as required and when requested by the Clinical Practice Director
- Conducts periodic audit of clinics, clinical records, and clinical processes for the purpose of clinical quality improvement
- Recommends and assists with implementation of best practices in new and existing programs.

Physician recruitment, hiring and retention

- Actively recruits new physicians
- Reviews all new physician applications and conducts all applicant interviews; reviews credentials, including with the BC College of Physicians and CMPA
- Advises upon, initiates and supports retention initiatives
- Maintains new physician “Welcome Package”
- Initiates, reviews and approves credentialing for new Vancouver Clinic MDs – who are all required to hold PHSA/BCWH privileges
- Conducts yearly review of PHSA/BCWH Clinic physician applications for maintenance and renewal of privileges per PHSA credentialing requirements
- Serves as BCWH Division Head in Department of Family Practice for Vancouver Options Clinic (at BCWH).

Family Practise Residents

- Oversees and maintains family practice residency elective at Vancouver Clinic (with administrative assistance of BCWH residency elective coordinator Krystina Tran <Krystina.tran@phsa.ca>)
- Serves as liaison between UBC Department of Family Practice and Options clinics involved with resident training – (e.g. is aware of supervision and assessment requirements, physician teaching stipends)
- Periodically reviews and updates resident materials including orientation package and assessment processes

- Communicates with residency site and program directors as needed, including when resident performance concerns arise.

Provincial Office leadership meetings

- Meets regularly with the Clinic Leadership Team
- Meets with the Executive Director as needed
- Participates in Leadership meetings.

Planning, development and delivery of educational programming

- Works with the Clinic Leadership Team to deliver Options interdisciplinary educational webinars, conferences, and other clinical education as deemed appropriate

Includes:

- Conducts needs assessments, plans, recruits speakers, applies for continuing professional development accreditation when appropriate
- Initiation of additional delivery of continuing education to Options when appropriate
- Liaises with other organizations delivering sexual health education where appropriate
- Represents Options in the delivery of education to audiences outside of the organization (e.g. BCIT for content expertise within Option-BCIT partnership; UBC CPD PRA program)

Media requests

- Answers clinical questions from the Executive Director, Clinical Practice Director or Communications Director as required, in order to inform responses to media requests
- Speaks with the media on relevant medical matters when available to do so at request of the Executive Director &/or Communications Director
- Assists with review of social media postings by Options staff for content accuracy.

CPSBC standards

- Ensures that Options for Sexual Health as an organization is in compliance with Standards of the College of Physicians and Surgeons of BC (CPSBC), including but not exclusively the requirement of the organization to have a Medical Director <https://www.cpsbc.ca/files/pdf/PPEP-AS-Medical-Director-Solo-practice-Physician.pdf>.
- Furthermore, although Options is not considered a Medical/Surgical facility by the CPSBC, the NHMSFAP standard informs the role of Medical Director at Options <https://www.cpsbc.ca/files/pdf/NHMSFAP-AS-Medical-Director.pdf>

In addition, the Medical Director:

- Maintains their own continuing professional development in sexual health, including reproductive health and STI management, through attendance at relevant continuing education and policy meetings/conferences
- Liaises with industry representatives at the request of the Clinical Practice Director, or as required, while maintaining objectivity and without conflict of interest
- Assists with applications for grants for educational endeavours and other program development
- Assists with review of media releases, reports and other documents or communications intended for external consumption in order to ensure clinical accuracy.

The Medical Director must:

- Be a licensed physician in good standing with CPSBC, and maintain that licensure and standing while in this role
- Have expertise and interest in sexual and reproductive health
- Currently provide clinical services in an Options for Sexual Health Clinic or commence to do so upon appointment
- Have PHSA/BCWH privileges or be eligible for credentialing and privileges at PHSA/BCWH
- Have strong writing & editing skills
- Have strong communications and presentation skills
- Be comfortable working with Microsoft Word, Excel and PowerPoint software
- Have skills in medical literature search and review, and facility to access that literature.

And ideally will:

- Hold a clinical instructor or higher appointment with the UBC Department of Family Practice, or be eligible to apply for clinical instructor status
- Have experience with rural practice or be rurally situated
- Have experience in medical administration and professional education.

Reporting

The Medical Director is a senior position within the Options organization and as such acts with considerable latitude and independence. The Medical Director reports to the Executive Director of Options and works collaboratively with the Clinic Leadership Team and other members of Options leadership.

Support

The Medical Director will be supported by and work closely with all other Options Provincial Office Staff. The Medical Director should not be concurrently absent or unavailable at the same time as the Clinical Practice Director for more than a few days at a time.

The Medical Director does **not** supervise the day-to-day activities of staff at the Provincial Office or at any of the Options clinics, and any issues of performance should be relayed to the appropriate supervisor in a timely manner. With approval, the Medical Director may avail themselves to other Options staff in support of key activities not listed in the deliverables.

Terms

This is a service contract position for leadership, advisory and medical professional services with an intended term of three years. The incumbent will be paid as an independent contractor upon the receipt and approval of monthly invoices. The incumbent is expected to provide all required equipment for the performance of their duties including, but not limited to, personal computer, software, phone, fax, internet and other services as might reasonably be required to complete the aforementioned deliverables. While there will be space available for the Medical Director at Options Provincial Office any time, it is expected that the Medical Director will work from home or other off-site office most often. Quarterly leadership meetings are considered a priority and the Medical Director is encouraged to attend.

With pre-approval, and within budgeted spending limits, direct and reasonable expenses will be reimbursed upon receipt of a duly completed travel expense form coupled with original receipts, including:

- Additional expenses incurred while fulfilling the duties of the Medical Director
- Attendance at continuing education conferences and meetings relevant to the role.

This position description will be reviewed with the successful candidate at the end of the first year.