



NON-CONTRACT ROLE DESCRIPTION

JD3514

ROLE TITLE:	Medical Staff Compensation Coordinator	ROLE DESCRIPTION NO.:	01115
DEPARTMENT:	Medical Staff Compensation; Budgets and Financial Analysis	HEABC REFERENCE NO.:	1872863
REPORTING TO:	Manager, Medical Staff Compensation	HSCIS CODE:	03099
CLASSIFICATION:	NCEC/Range 5	JOB CODE:	91544

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Medical Staff Compensation, the Medical Staff Compensation Coordinator provides financial and administrative support for Island Health's Medical Staff Contract Management programs, primarily Alternative Payment Programs, Primary Care, Medical On Call Availability Program and Rural Program compensation arrangements, and various other agreements between the Doctors of BC and Ministry of Health. This position communicates directly with the Director, Medical Staff Contracts, Compensation and Practice Design, Executive Medical Directors, Medical Directors and Department Heads for the respective programs, to support the planning and delivery of compensation arrangements and funding for Medical Staff within Island Health.

DUTIES AND RESPONSIBILITIES:

1. Reviews and analyzes financial, statistical and other related data for Medical Staff Contract Management programs.
2. Supports Island Health clinical Directors, Medical Directors and Managers, by providing reporting and analysis of Medical Staff compensation funding, including providing recommendations on proposed reallocations of funding to meet service deliver needs within Island Health.
3. Develops and maintains computerized financial and/or statistical models for control, analysis, planning and forecasting purposes. This includes tracking sources of funding to expenditures and related reconciliations.
4. Inputs and maintains accurate Medical Staff contract tracking/utilization data, including reconciliation and reporting.
5. Maintains accuracy of Health Authority contracted physician resource plan (CPRP) and prepares utilization reporting for submission to the Ministry of Health.
6. Maintains knowledge of current Medical Staff contracts, including Ministry of Health Policy relating to Medical Staff contracts.
7. Exchanges information and answers routine questions from others inside and outside of the Health Authority. Provides clarification on financial issues regarding Medical Staff compensation to Medical Staff, Island Health finance and administration.
8. Works collaboratively with and maintains positive, professional, cooperative relationships with other administrative support personnel within Island Health.
9. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a graduation from a recognized business, health or public administration post secondary program or completion of intermediate level of CPA program plus five (5) years related experience, preferably in a healthcare environment.

Skills And Abilities

- Ability to function independently and organize workload and establish priorities
- Ability to work collaboratively and function effectively as a member of a team
- Strong verbal, written and presentation skills
- Excellent computer proficiency and advanced use of software programs such as Excel and Access
- Ability to work within an environment that includes high volume, multiple tasks and stringent deadlines
- Demonstrated capability of decision making/problem solving within predetermined guidelines utilizing sound judgement
- Ability to organize and prioritize workload to meet deadlines and work independently
- Experience in research and analyzing data
- Demonstrated judgement, analytical and problem solving skills