NON-CONTRACT ROLE DESCRIPTION

JD4873

ROLE TITLE:	Clinical Initiatives Lead	**ROLE DESCRIPTION NO.:**	4873
DEPARTMENT:	Mental Health Substance Use – Strategic Clinical Networks (SCN); Primary Care Strategy - Primary Care Clinical Support Team; Child, Youth & Family Mental Health and Substance Use Services; Community Resource Team; Seniors Health and Community Virtual Care; Community Health Services (CHS); Cowichan District Hospital	**HEABC REFERENCE NO.:**	18721509
REPORTING TO:	Regional Manager or designate	**HSCIS CODE:**	04099
CLASSIFICATION:	NCEM/Range 8A	**JOB CODE:**	91375

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 Regional Manager or designate, the Clinical Initiatives Lead provides leadership, support and coordination of strategic service improvements for Mental Health and Substance Use services, Primary Care Strategy, Seniors Health and Community Virtual Care, Capital Projects, or Community Health Services via the Community Resource Team. Specifically, the scope of this work includes establishing strong partnerships with operations, medical leaders and others for the (re)development of clinical processes, care delivery, and procedure changes for initiatives identified as a priority within the department. In addition, the Lead collaborates on the development and implementation of education, change management process and training strategies to support department staff and clinicians through these changes. They will partner with other members of the department team as well as other Island Health departments in order to advance initiatives.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and may require the use of a personal vehicle.

DUTIES AND RESPONSIBILITIES:

1. Working with the Regional Manager or designate, leads, guides and facilitates clinical initiatives as assigned through initiation, transition, and operational sustainment.

2. Establishes and maintains strong collaborative relationships with clinical operational leaders, team members and physicians.

3. Applies experiential knowledge of clinical practice environments, practice standards and quality improvement approach to all aspects of work activities. Ensures adherence to quality standards.

4. Leads and or participates in working groups, advisory groups, Steering Committees and team meetings to meet the objectives of clinical initiatives. Ensures that all stakeholders are kept informed, on side, and engaged with the project. Conducts and chairs meetings as required.

5. Prepares, facilitates and/or maintains related planning, monitoring and reporting documentation including governance documents, engagement planning, evaluations, work schedules, budgets, status reports and registers of issues and risks.

6. Communicates with senior management regarding status of assigned clinical initiatives including group presentations and/or summary briefing documentation.

7. Recognizes when change management support is required to ensure a successful transition, enacts change management activities according to established Initiative workplan, and partners with Practice Support Change Management Consultants when appropriate.

8. Liaises and collaborates with a variety of contributors and stakeholders including evaluators, clinical technology teams, planning, community sector representatives

9. Participates in the identification and monitoring of clinical risks and contributes to a risk mitigation plan.

10. Selects, trains, coaches and supervises the work of any staff assigned to a designated initiative. This may entail a matrix reporting structure with other organizational leaders, including responsibility to discipline and discharge.

11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Master's degree in a related health discipline such as Nursing, Allied Health Sciences or other relevant clinical discipline plus seven (7) years' recent, related experience providing clinical services. Experience leading and participating in a variety of related projects is an asset. Master's degree preferred.

Valid BC Driver's License.

Skills And Abilities

- Demonstrated knowledge and ability in clinical health care practice, education and program planning, development, implementation and evaluation.
- Demonstrated ability to provide progressive and innovative approaches to service delivery and program issues.
- Exceptional leadership skills with proven ability to bring about change in a proactive manner.
- Demonstrated organizational skills and the ability to effectively plan prioritize and carry out projects within deadlines, together with analytical and creative problem-solving skills.
- Proven interpersonal skills including ability to communicate clearly and effectively both verbally and in writing to stakeholders internal and external to the organization.
- Demonstrated commitment to person-focused services and teamwork.
- Ability to lead and participate in qualitative improvement processes and develop and nurture an environment where quality improvement principles are used on a continuous basis.
- Proven ability to facilitate, negotiate, and remain neutral in situations.
- Demonstrated commitment to Cultural Safety and Humility.
- Proven ability to utilize project management tools, methodologies and templates for tracking and reporting progress.
- Demonstrated knowledge and ability with a variety of Microsoft Office Suite tools including Excel, PowerPoint as well as internet and e-mail systems.
- Physical ability to perform the duties of the position.