



# Seaway Valley Community Health Centre

*Working with you for a Healthier Community*

## **JOB DESCRIPTION**

POSITION TITLE: Family Physician, Full-Time Permanent (35 hours per week)

REPORTS TO: Manager of Primary Care

TEAM: Primary Care

Annual Salary: \$292,365 plus HOOPP and Benefits

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## **ROLE**

The Family Physician provides a full range of primary health care services to clients of the Seaway Valley Community Health Centre (SVCHC) working in a dynamic inter-professional team approach to address the social determinants of health.

This is a full-time, 35 hour per week position and your precise schedule will be created in consultation with the Manager of Primary Care. SVCHC's operating hours are Mon, Wed, Fri 8:30 am-4:30 pm and Tues, Thurs 8:30 am – 7:30 pm.

## **REPORTING RELATIONSHIP**

The Family Physician reports to the Manager of Primary Care. The Family Physician is accountable:

1. As a member of the Primary Care Team to provide consultation to other team members per the Centre's policies, procedures and protocols.
2. To the College of Physicians and Surgeons, College of Family Physicians of Canada as the professional governing body.
3. As a physician, to maintain clinical competence through continuing medical education.

## **POSITION QUALIFICATIONS**

1. Education:
  - Medical degree and family medicine residency from a recognized university.
  - Family Practice Certification. Licensed by the College of Physicians and Surgeons of Ontario and certified by the College of Family Physicians of Canada.

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2. Professional Experience:
  - Minimum two (2) years of experience in primary care and/or community health.
  - Broad knowledge, background, and interest in the practice of family medicine.
  - Excellent communication and interpersonal skills.
  - Demonstrated ability to work effectively in an inter-professional team environment.
  - Demonstrated commitment to, and knowledge of, community-based health care.
  
3. Key Competencies:
  - Sensitivity to the needs of marginalized populations including seniors, individuals living with low-income, newcomers to Canada and the 2SLGBTQ+ people.
  - Demonstrated ability to work effectively in an inter-professional team environment.
  - Experience and proficiency and experience working in a computerized environment with an electronic health record.
  - Excellent organizational and time management skills.
  - Excellent interpersonal and organizational skills.
  - Understanding of issues of disadvantaged groups and of rural health needs.
  - Ability to be flexible and work in a fast-paced environment under minimal supervision.
  - Must have a valid driver's license and access to a personal vehicle.
  
4. Linguistic Profile: (SVCHC does not have a French Language Service Designation)
  - English proficiency in both oral and written is essential.
  - French and/or other languages are considered an asset.
  
5. Personal Suitability:
  - The candidate is a good fit with the interdisciplinary team and SVCHC culture.
  - Sensitivity to the needs of marginalized and diverse clientele.
  - Commitment to health promotion concepts, strategies, and philosophy.
  - Commitment to community-based health care and social services, and strength-based philosophy and practices.

## **POSITION RESPONSIBILITIES**

1. Client Related:
  - Provides ongoing continuous and comprehensive primary medical care to clients of all ages who seek primary health care services including appropriate assessments and diagnosis, counseling, screening, referral, education, treatment and follow-up.
  - In accordance with the philosophy of primary health care, encourages clients and their families to take responsibility for their own health by involving them in risk factor and health problem identification, goal setting and the choice of intervention for disease treatment and prevention, and health promotion.
  - Maintains client confidentiality and acts in an ethical and professional manner, in accordance with professional code of ethics and in accordance with the policies of SVCHC.

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- Keeps complete, accurate and timely records of client visits, using the electronic charting format established by the Centre, which will provide information to assist other practitioners in continuing the client's care.
  - Sees clients at the Centre with scheduled and non-scheduled appointments, and in the Community through outreach and home visits, during regular and extended clinic hours.
2. Clinic Related:
- Provides appropriate support and consultation to other primary care staff.
  - Co-ordinates the implementation and review of the Nurse Practitioner protocols. Provides medical authorization of their use.
  - Develops mechanisms for ongoing nursing peer review and quality of care assurance in consultation with the Executive Director and the nursing staff.
  - Serves as consultant for day-to-day clinical problems and medically related administrative problems to the Executive Director.
  - Participates in clinical case conferences.
  - Promotes an inter-professional approach in the provision of client care.
  - Co-ordinates with the inter-professional team internal procedures including: the on-call coverage schedule, home visits for providers as needed, availability of medication for dispensing to clients and coordinating pharmaceutical representatives to meet with staff.
  - Maintains an awareness of the financial position of the Centre as it influences the provision of primary care and health education programming.
  - Provides input into the development of effective systems for client and staff scheduling and clinical records maintenance.
  - Assists with maintenance of client references and resources, previewing hand-outs and texts, and participating in the preparation of new materials for client education.
  - Participates in staff continuing health education activities and maintenance of a program for continuing staff education, in consultation with Centre staff.
  - Assists in providing input to the educational experience of medical and students from other health disciplines.
3. Centre Related:
- Participates in the development and the evaluation of Centre policies, protocols and procedures to improve client care and/or to promote co-operative and efficient staff functioning.
  - Acts as a medical resource to staff at SVCHC.
  - Ensures that encounter forms, day sheets and/or other statistics have been recorded and participates in review of summary statistics.
  - Participates in joint SVCHC, staff and inter-CHC meetings as appropriate.
  - Participates in the evaluation of the Centre's primary health care programs.
  - Facilitates open communication among Centre staff members.
  - Acquaints clients with the other services at the SVCHC and makes referrals as appropriate.
4. Community Related:

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- Participates in the development of primary care and health education programs, based on the Centre clients and Community identified health care needs.
- Participates in Community outreach activities related to primary health care.
- Initiates and maintains functional relationships with relevant Community professionals, agencies, and services.
- Promotes awareness of, and participation by, the Community in the Centre's programs.

## **STANDARD CHC EMPLOYEE RESPONSIBILITIES**

As an employee of the Seaway Valley Community Health Centre, this position is responsible for the following:

### **ADMINISTRATIVE**

- Contributes to the Centre's activities to collect, analyze, and report on data and relevant information and participate in research.
- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data.
- Submits records of time worked and time off in a timely manner.
- Maintains and develops professional competence, and where applicable, a professional licence to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable Centre policies and procedures.

### **ORGANIZATIONAL RESPONSIBILITIES**

- Respects and values the diversity of the community and individuals.
- Supports the Centre's student placement programs.
- Contributes to the Centre's work by participating in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as inter-component committees and working groups, strategic planning and the Canadian Centre for Accreditation.
- Contributes to the Centre's practices of hiring, orienting and training of employees as required.
- Participates actively in team and staff meetings.
- Consults with and provides support to team members and other SVCHC employees regarding professional issues.
- Participates in the development of policies and procedures by providing feedback in the Centre's policy development process.
- Works in a manner that incorporates health promotion and recognizes the determinants of health.
- Participates in team and individual professional development opportunities.

### **OCCUPATIONAL HEALTH AND SAFETY**

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This position must also work within the scope of all legislative and the Centre's policies related to occupational health and safety. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health and Safety Act (Section 28.)
- Must read and follow the Centre's occupational health and safety policies.
- Works safely in consideration of the following job hazards: noise, and workplace violence.
- Uses the proper personal protective equipment (PPE) as required.
- Participates in Occupational Health and Safety training as required:
  - a. Accessibility for Ontarians with Disabilities Act (AODA)
  - b. WHMIS including the Globally Harmonized System of Classification
  - c. Workplace Violence Prevention Training
  - d. PHIPA – privacy legislation Training
  - e. Diversity and Cultural Sensitivity Training
  - f. CPR and First Aid
  - g. Other (as required)

I have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee signature

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Date

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Witness

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