

## CLINICAL LEAD JOB DESCRIPTION

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**Approved by:** Executive Director

**Effective Date:** May 2023  
**Reviewed Date:** July 2024

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### Position Summary

The Clinical Lead is an integral member of the Timmins Academic Family Health Team (TAFHT) and supports the team in delivering comprehensive community health planning and promoting health initiatives. Reporting to the Clinical Director, the Clinical Lead provides oversight of clinical supervision to designated Interprofessional Health Care Providers (IHPs). Key responsibilities include developing, coordinating, implementing, monitoring, and evaluating TAFHT programs and services. The Clinical Lead collaborates closely with primary care providers, IHPs, individuals, community partners, and groups to ensure the effective implementation of health promotion initiatives and strategies aimed at influencing the health behaviors of TAFHT patients and the community.

### Reporting Relationship

This position reports directly to the Clinical Director.

### DUTIES & RESPONSIBILITIES

#### Accountability & Supervision

- Provide clinical supervision to IHPs related to the delivery of TAFHT programs & services.
- Assist with case consultations and review.
- Communicate staff performance issues and concerns to the Clinical Director and Director of Finance and Human Resources.
- Assign work to clinical staff related to the delivery of TAFHT programs and services, in consultation with the Clinical Director.
- Provide guidance to IHPs to foster an environment that is supportive of engagement, innovation, team achievements and the provision of safe, quality care.
- Support the recruitment and on-boarding process for IHPs in collaboration with the Director of Finance and Human Resources and promotes an environment of support.

#### Clinical Primary Care Program Delivery

- Conduct needs assessments to identify gaps in service delivery, assesses and makes recommendations to the Clinical Director to meet the needs of the community.
- Implement clinical plans and evaluation for each program area aligned with the overall TAFHT goals and strategic plan.
- Assess and make recommendations about available resources within the community to the Clinical Director.
- Conduct individual and group needs assessments for health promotion and disease prevention.
- Develop effective health communication resources for individual or group use.
- Promote resources, services and awareness using social media, TAFHT website and other forums.
- Collaborate with internal and external partners to foster innovation for the development and implementation of primary care core services and care pathways.
- Manage the implementation of practice standards for IHPs.
- Monitor patient safety and quality issues.
- Facilitate linkages with appropriate services, support, and resources within the community.
- Support the development, implementation and evaluation of health promotion resources materials.
- Identify, manage and develop health promotion programs and disease prevention resources in collaboration with IHPs.
- Participate in the development, planning and evaluation of treatment, education, counseling and health promotion activities of the TAFHT.

### Quality Management

- Communicate quality indicators, key performance indicators (KPIs) ensure quality assurance, quality improvement, and evaluation activities for IHPs.
- Prepare statistical reports in collaboration with the Clinical Director and other members.
- Participate in quality improvement initiatives and provide information as requested to ensure best-practice standards are adhered to within program and service delivery.
- Maintain statistics and current care delivery protocols related to TAFHT primary care programs & services.
- Develop, update and maintain medical directives in collaboration with the Lead Physician and Clinical Director.
- Ensure adherence to PHIPA (Personal Health Information Protection Act) and other applicable legislation.

### **Other Responsibilities**

- Provide and/or facilitate training and education sessions to IHPs that will enhance the delivery of programs & services to produce better outcomes.
- Assist IHPs with the development of skills and knowledge that will allow for care delivery in their full scope of practice.
- Manage and update resources information for staff using various methods of technology.
- Educate and support the privacy officer in delivery of training and prevention.
- Review clinical requests for educational opportunities and recommend educational opportunities where appropriate.
- Collaborate with union representatives or stewards to ensure compliance with the collective agreement.
- Understand and support the IHPs to work at optimal scope of practice.
- Ensure IHP coverage and assist with nursing coverage when necessary.
- Manage resources, including requests for time off, through effective action plans and coverage.
- Participate in staff, team and committee meetings as appropriate.
- Participate in the education and orientation of IHPs, students and volunteers.
- Communicate effectively with health care team members, patients, families, peers, other health care professionals, and community partners to create a cohesive and seamless services to the community.
- Exercise reasonable care and caution in protecting confidential and sensitive information related to patients and personnel.
- Adhere to all TAFHT policies and procedures, including confidentiality, privacy policies, rules and regulations, and Occupational Health & Safety policies and procedures, as per applicable legislation.
- Ability to travel within the community and surrounding area regularly
- Ability to attend meetings before or after regular working hours, when required.
- Perform other duties as assigned.

### **CORE COMPETENCIES**

- Results focused and accountable.
- Problem solving capabilities.
- Adaptable and flexible.
- Teamwork and collaboration.
- Confidentiality.
- Effective presentation & teaching skills.
- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and disease prevention.
- Strong leadership, mentoring, organizational, research, evaluation, time management, communication and interpersonal skills.
- Understand social determinants of health and its impact on overall patient health.
- Understanding of the primary care setting and community values within the local health care system.
- Ability to lead staff through the change management process.
- Ability to manage, perform and follow through on all work-related responsibilities.
- Preferably strong written and spoken communication skills in both official languages.

### **EDUCATION & EXPERIENCE**

- A registered nurse with a BScN or equivalent, with current registration with CNO.

- Master's degree an asset.
- Minimum of five (5) years of clinical experience.
- Intermediate knowledge of Microsoft Office, such as Word/Excel/Outlook, and experience with electronic medical records (EMR).
- Current Ontario Driver's License.

## **WORK ENVIRONMENT**

### **TAFHT – Site**

TAFHT strives to provide well-lit, well-ventilated clinic areas that are furnished ergonomically. Personal office space may be shared. The environment may vary depending on location. Ergonomics, health and safety will be a priority.

### **In Home Visits**

This position may be required to provide primary care within a patient's home. These environments are not assessed beforehand, and it is the responsibility of the employee to assess the environment for health and safety risks. It is policy of the TAFHT that no employee has to work in an environment they feel is detrimental to their health and/or safety.

### **Other Locations**

This position may require you to work at multiple sites or be transferred between sites. Due to the collaborative nature of this position, the employee will be required to attend meetings at other locations. Travel may be required between sites and patient homes. Travel related to this job description will be reimbursed.

### **Equipment Used**

Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including video projection unit, hand-held, assessment tools, various teaching aids.

### **Reporting Relationships**

This position collaborates with the TAFHT leadership team, physicians and other TAFHT employees and members to provide efficient, appropriate primary care to TAFHT patients. Collaboration with other community health partners may be required.