

Head of Service for Community Family Medicine Position Description

The incumbent will provide Services as the **Head of Service for Community Family Medicine** within the Hospital's department of General Practice. The Head of Service shall also maintain collaborative relationships with other leaders, including the Hospital's Clinical Services Directors, Department Chiefs, and other Heads of Services.

The Head of Service will act in good faith and in the best interests of NGH. They will set the standard for accountability, transparency, honesty, integrity, and ethical behavior, while focusing on the quality of patient care. In doing so, they will:

- Respect and work in furtherance of both the Hospitals' interests.
- Always comply with the Hospital by-laws, rules and regulations, and policies and procedures. Put the interests of NGH and patients first and ensure no inappropriate preferential treatment of any stakeholder or constituent takes place.
- Promote teamwork and collaboration among the professional and administrative staff.
- Avoid conflicts, including conflicts of interest.
- Maintain confidentiality.
- Identify and promote opportunities to enhance safety and quality of care within the service, in alignment with evidence and best practices.
- Support the Service Leadership, by acting in an advisory capacity regarding the scope of practice, competency expectations, and acceptable standards of care as they pertain to the service.
- Provide leadership for the service while promoting teamwork and collaboration.
- Support the recruitment and credentialing of new Professional Staff.
- Support annual Professional Staff reappointments for the service.
- Support the Chief of Staff in ensuring the goals and objectives of NGH.
- Support the Chief of Staff in ensuring that the goals and objectives of NGH are met.
- Attend meetings and participate in committees with primary accountability, where input from the Head of Service is required including, but not limited to, the Medical Advisory Committee (MAC). The incumbent will sit on the MAC as a guest.

The BBNPCN

The incumbent will act in good faith and in the best interest of the Brantford Brant Norfolk

Primary Care Network (BBNPCN). They will set the standard for accountability, transparency, honesty, integrity, and ethical behavior, while focusing on the quality of work in their capacity and as the BBNPCN requires. In doing so, they will:

- Respect and work in furtherance of the BBNPCN's interests (which originate, in part, from the BBNPCN's strategic plan, core values, and mission).
- Always comply with the BBNPCN and/or BBNOHT rules and regulations, and policies and procedures.
- Provide direction for improvements in alignment with the refreshed BBNPCN strategic plan and BBNOHT collaborative quality improvement plan.
- Put the interests of the BBNPCN and patients, of their attributed population, first and ensure no inappropriate preferential treatment of any stakeholder or constituent takes place.
- Promote teamwork and collaboration among the members and constituents of the BBNPCN.
- Avoid any conflicts, including conflicts of interest either perceived or actual.
- Maintain confidentiality.
- Participate with the BBNPCN in applicable HHR planning.
- Support the BBNPCN Executive in achieving the goals and objectives of the BBNPCN.
- Attend meetings and participate in the committees, of the BBNPCN, with primary accountability, and where input from the Head of Service is required.

Joint Accountabilities

- Identify areas of opportunity for improvements via collaboration between NGH and the BBNPCN.
- Work as the lead for applicable projects relating to the BBNPCN, BBNOHT and NGH.

Stipend

- The stipend for this position will be \$10,000.00/year for a one year term starting in March 2026. Time commitment is expected to be 6-8 hours/month.
- The stipend will be funded jointly by NGH (\$2500/yr) and the BBNPCN/OHT (\$7500/yr)