



POSITION DESCRIPTION

POSITION TITLE:	EXECUTIVE LEAD, MEDICAL SERVICES & CHIEF MEDICAL OFFICER (CMO)
DEPARTMENT:	SENIOR LEADERSHIP
CLASSIFICATION:	
UNION:	OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CHIEF EXECUTIVE OFFICER
POSITIONS SUPERVISED:	REGIONAL DIRECTORS, MANAGERS, SITE AND PROGRAM MEDICAL LEADS AND EXECUTIVE ASSISTANT

POSITION SUMMARY

Reporting to the Chief Executive Officer, the Executive Lead, Medical Services & CMO is a member of the senior leadership team and is responsible for providing strategic organizational leadership and oversight for all regional primary health care services, as well as ensuring medical services and associated practices conducted by or on behalf of the regional health authority are in compliance with the appropriate professional standards, medical staff by-law and regulations.

The position of Executive Lead, Medical Services & CMO functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority (Interlake-Eastern RHA).

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Participate as a member of the Senior Leadership Team, assisting with team goal setting, strategic planning, budgeting, communication, and evaluation of regional health care planning.
- As a member of the Senior Leadership Team participates in the development, implementation, and evaluation of regional health care services.

- Provides leadership to promote awareness of and compliance with all relevant medical staff by-laws, standards of practice, rules and regulations, as well as policies in connection with the delivery of medical programs and services offered by the Interlake-Eastern RHA.
- Champions the development of physician leaders and medical leadership teams.
- Advises on matters pertaining to clinical organization, medical technology, and other relevant medical administrative matters.
- Leads regional physician resource planning including recruitment and retention strategies; assists in the recruitment process.
- Oversees the process for the approval of physician credentials and makes recommendations concerning the appointment of regional medical staff and granting of privileges.
- Communicates regularly with regional Site/Program Medical Leads.
- Recommends the appointment of the Site Medical Lead for each hospital and the Program Lead for each Medical Specialty.
- Pursuant to the Regional Health Authority Act, the Interlake-Eastern RHA is designated bilingual (English/French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION

- Must be currently licensed to practice medicine in the Province of Manitoba, registered with The College of Physicians & Surgeons of Manitoba and a member of Doctors Manitoba.

REQUIRED KNOWLEDGE

- The incumbent is required to draw upon a diverse skillset including considerable administrative experience in the health care field, understanding of health care administration and standards of general medical practice.
- A strong understanding of Indigenous health issues and a demonstrated commitment to assist in taking positive steps toward their resolution.

EXPERIENCE REQUIRED

- Minimum of five (5) years middle-senior level health management experience.
- Previous administrative experience as Site Medical Lead and/or Clinical Department Head.

SKILLS/COMPETENCIES

- Commitment to the vision, mission, and values of the Interlake-Eastern RHA.
- High level of integrity, confidentiality, and accountability.
- Experience achieving fiscal targets including preparation and management of budgets.
- Integrated and collaborative organizational leadership.
- Visionary, democratic, and coaching leadership styles.
- The incumbent should possess a strong vision of quality care, a commitment to the vision of the transformation of the health care delivery system and the ability to provide leadership in the context of providing sustainable, accessible, and integrated health services.

- Knowledge of Windows based programs (Microsoft Word, Excel, PowerPoint, and Outlook) and the internet.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of the Interlake-Eastern RHA, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

The Executive Lead, Medical Services & CMO possesses and demonstrates the following LEADS Framework competencies that drive organizational success:

LEAD SELF

Time Management: Manage own work activities and delegates tasks to achieve maximum efficiency.

Mastery of Change: Accepting of new initiatives and leads the implementation process amongst team members.

ENGAGE OTHERS

Leadership: Facilitates, guides, and mentors individuals and groups towards a vision, while maintaining group cohesiveness, motivation, commitment, and effectiveness.

Communications: Communicates effectively both verbally and in writing such that messages are understood; understands the essence and subtleties of the communication and intended audience.

ACHIEVE RESULTS

Resource Management: Manages human, capital, financial, and information resources so that organizational objectives are achieved.

Results Management: Plans and establishes courses of action for self and others that are results oriented.

Quality Improvement: Continuously identifies and implements improvements in work systems to ensure that the highest possible level of quality service is achieved.

DEVELOP COALITIONS

Public/Community Focus: Responsive to the needs of health care, public, and community stakeholders and customers. Seeks partnership opportunities and actively promotes positive relations.

Team Focus: Strives to understand perspectives of team members, synthesizes with own opinion, presents convincing point of view, and resolves conflicts.

SYSTEMS TRANSFORMATION

Conceptual Skills: Identifies and analyzes situations and problems such that viable solutions are found. Approaches tasks and problems such that total systems and strategies are considered.

Systems Thinking: Aware of the interdependence of organizational systems and stakeholders and considers the whole in the formulation of solutions.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Assumes regional senior leadership on-call duties, which may include acting CEO status.
 - Evening and weekend work as required.
 - Will be required to travel throughout the region as duties require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS, and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries, or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.


PATIENT SAFETY

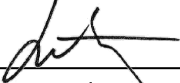
- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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Created: March 2021
Date

Revised: October 2024
Date

Approved by: _____
Regional Manager/Supervisor Date

Approved by:  _____
Executive Lead/CEO Jan 22, 2025
Date

Reviewed by:  _____
Executive Lead, Human Resources Jan 22, 2025
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Employee Signature