

**NORTHWEST TERRITORIES HEALTH AND SOCIAL SERVICES AUTHORITY  
YELLOWKNIFE REGION AREA MEDICAL DIRECTOR**



**STATEMENT OF DUTIES**

**SUMMARY OF ROLE RESPONSIBILITIES**

As part of a leadership dyad with a Chief Operating Officer, the Yellowknife Region Area Medical Director (YK-AMD) oversees planning, management and the evaluation of health care services provided by Practitioner Staff working within primary health care delivery in the communities of Yellowknife, Ndilq̄, Dettah, Fort Resolution and Łutsel K'e, as well as the communities serviced through the Tłı̄chq̄ Community Services Agency (TCSA) (the "Area"), aligned with the priorities and strategy set by the Northwest Territories Health and Social Services Authority (NTHSSA).

**FUNCTIONAL REPORTING RELATIONSHIPS**

The YK-AMD reports and is directly accountable to the NTHSSA Territorial Medical Director (TMD) but operates in a dyadic working relationship with the Chief Operating Officer (COO) for the NTHSSA- Yellowknife Region and works closely with the Executive Director of the TCSA.

The YK-AMD has direct management responsibilities for the organization of all medical services within the facilities and its outreach services (including travel clinics). The YK-AMD advises the TMD on the appointment of territorial clinical leads to provide clinical expertise and advice in particular clinical program areas, and/or be involved in quality improvement activities, audits or other projects.

The YK-AMD works collaboratively with co-leaders in Nursing/Allied Health management, Managers of other specialized areas and appropriate NTHSSA and Department of Health and Social Services (DHSS) leaders to ensure that services provided by Practitioners throughout the area align with population health needs, are patient centered, and conform to established standards and best practices, as well as relevant NTHSSA policies and procedures.

The YK-AMD is a member of:

- the Territorial Practitioner Executive Committee (TPEC)
- the Territorial Application Review Committee (TARC)
- Senior Management Committee (SMC)

## **KEY AREAS OF RESPONSIBILITY**

The YK-AMD has the following key areas of responsibility:

### **1. Leadership of Human Resources**

The YK-AMD is accountable to the Territorial Medical Director for the following:

#### **A. Practitioner Staff Organization within the Area**

- Physician Workforce Plan:
  - Maintaining a physician workforce plan for the assigned geographic area and provide recommendations to the TMD on overall NTHSSA physician workforce plan.
- Recruitment:
  - With support from TAOD and the Office of Medical Affairs and Credentialing (OMAC), provide leadership related to physician recruitment.
  - In collaboration with the TMD and other Area Medical Directors (AMDs), contribute to physician recruitment efforts across the NWT.
- Orientation:
  - With support from the COO, TAOD, and OMAC and other regional resources, guiding the area-specific orientation process for practitioners.
  - Provide advice to the TMD and the Manager of OMAC with regard to general onboarding policies and other orientation matters.
- Scheduling and Deployment:
  - With support from OMAC, oversees scheduling and equitable regional deployment of physician resources that aligns with needs of the population.
  - Approve overtime requests for physicians.
  - Approve leave, including CME.

#### **B. Physician Staff Assessment:**

- Periodic Review:

- Performing Periodic Reviews of Physician Staff within the assigned geographic area, with support of OMAC
- Appointment Process (Credentialing/ Privileging):
  - Participating actively on TARC, including review of applications assigned by the TARC Chair.
  - Monitoring adherence of Physician Staff in the assigned area to their approved Privileges and to recommendations from Periodic Reviews for maintenance of Privileges, as well as to other Policies and Procedures.
- Locum assessment:
  - Ensuring appropriate evaluation and endorsement of locum physicians for re-hiring purposes
- Concerns/ Triggered Assessments:
 

Evaluation of physician concerns and/ or implementation of triggered assessments according to processes set out in the Medical and Professional Staff Bylaws, related to medical practice in the assigned geographic area.

**C. Education:**

- Promote educational opportunities for practitioners and associated staff.
- Advise and assist the Medical Education Program Lead in the implementation and scheduling of training and learning opportunities for medical learners, including medical students and residents.

**2. Program Delivery and Development**

In partnership with Yellowknife Region’s COO, the YK-AMD provides leadership and collaborates with other managers in the development and implementation of clinical services and programs throughout the assigned geographic area that are characterized by a patient-centered, culturally safe, evidence-based, and collaborative practice between Practitioners and other members of the health care team.

The YK-AMD is accountable to the Territorial Medical Director for the following:

**A. Quality Care:**

- In collaboration with the COO, Quality and Risk division, and management counterparts, identify opportunities and implement plans for quality improvement and assurance in the delivery of programs and services that will align with NTHSSA priorities.

**B. Clinical Standards:**

- Promote adherence to territory-wide clinical guidelines, policies, and procedures as well as the Accreditation Canada Continuous Quality Improvement process.

### **3. Collaboration**

- Facilitate communication and collaboration amongst practitioners and staff involved in the care of patients within the Area.
- Facilitate communication and collaboration with other AMDs, Clinical Leads and community-based programs and services on issues pertinent to the delivery of programs and services.

### **4. Other:**

- Set an annual work plan and quarterly report for the Area to be submitted to the TMD and shared with the Territorial Practitioner Executive Committee.
- Assist in drafting and/ or amending Practitioner Staff Rules, policies, and procedures.
- Participate in the Territorial Practitioner Executive Committee.
- Participation in area administrative committees as may be required.
- Liaise with other external regional partners (e.g. indigenous governments, school authorities and relevant NGOs) as may be required.

## **JOB REQUIREMENTS**

### **Education and Experience**

- Medical Degree plus Residency with a minimum of 3 years' clinical experience.
- Licensed or eligible to be licensed to practice in the NWT.
- Demonstrated leadership and administrative skills and abilities gained through other leadership positions or roles, including leadership experience in an acute care environment (ideally in a senior role such as program director, medical director, or department head).
- Leadership training (such as LEADS leadership courses, CMA PLI courses or equivalents).
- Experience working in a multi-cultural and/or northern environment.

### **Skills**

The successful candidate will possess the following skills:

- An ability to secure the commitment of key stakeholders in advancing the goals of the organization, including a sensitivity to political and other external environmental issues and their impact on healthcare.
- Leadership of inter-professional/multi-disciplinary teams that value decentralized decision-making, inclusiveness, flexibility, creativity, and collaboration with others to obtain results.
- Understanding of overlapping scopes of practice of healthcare providers.
- Change management.
- Performance management including coaching, providing constructive feedback, and

- implementing formal medical bylaws processes.
- Financial skills including managing physician expenditures to budgeted allocation and optimizing expenditures while improving care and service.
  - Cultural safety skills that enhance cultural safety for indigenous population served as well as indigenous workforce.
  - An ability to promote compliance with national healthcare standards (i.e. accreditation, safety standards, ethical and legal requirements).
  - Improvement sciences including the knowledge of tools, processes and evaluation.
  - Excellent written and oral communication skills.

If you are interested in applying on the position or have further questions, please contact us at [PracticeNWT@gov.nt.ca](mailto:PracticeNWT@gov.nt.ca). You can also visit <https://www.practicenwt.ca/en/physician-careers> for more information on this amazing opportunity and other physician opportunities in the Northwest Territories.

**Applicants are asked to provide a copy of their resume and a letter, outlining their interest and what they feel they would bring to the position.**

**Application Deadline: Open until Filled**

## **BENEFITS AND COMPENSATION**

Northwest Territories physicians are provided with a unique salaried contract, with one of the best compensation packages in the country and highly competitive recruitment incentives.

The Annual Salary range for a full-time Family Physician in Yellowknife ranges from \$236,692 to \$350,656 in gross earnings **plus** \$48,847 - \$65,942 for the following benefits:

		<b>Amount</b>	<b>Total</b>
<b>Annual Compensation &amp; Benefits</b>	<b>Base Annual Salary Range</b>	\$236,692 - \$350,656	<b>\$285,539 - \$416,598</b>
	<b>Annual Benefits:</b> Annual northern living allowance Annual retention bonus Retirement income benefits range	\$48,847 - \$65,942	
<b>Plus, Recruitment bonus!!</b>	1 year - 3 years contract	\$25,000 - \$100,000	

- No overhead, practice management
- Liability, travel, and malpractice insurance costs covered
- 100% of Northwest Territories CMPA Membership Fees Covered
- Paid vacation, starting at 26.5 days per year
- Paid sick leave, starting at 18 days per year
- Paid maternal / parental leave benefits
- Support for professional fees and education materials
- Continued medical education support for travel and reimbursement of expenses (up to 15 days, \$12,750 per year)
- Relocation assistance
- Extensive Group benefits, including dental, extended health, life, AD&D, and disability

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