

Date:

**Position Description  
Program Medical Director**

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**Program:** Breast Health Centre  
Oncology Program

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**Summary of Position:**

The \_\_\_\_\_ is comprised of health care providers and management professionals, who coordinate, manage, deliver, all allocate funds to and evaluate health care and health promotion in Winnipeg.

The mandate of the \_\_\_\_\_ Breast Health Centre is to provide timely diagnosis for women and men with breast problems or signs and symptoms of breast cancer.

**Reporting Relationships:**

The incumbent will report to the Vice-President responsible for the Oncology Program in the \_\_\_\_\_.

The Program Medical Director liaises with the academic program head for enhancing the teaching and research activities.

**Qualifications:**

**Education:**

- Medical degree from a recognized university.
- License with the Manitoba College of Physicians and Surgeons.
- Fellow of the Royal College of Physicians and Surgeons of Canada in Surgery.

**Experience:**

- Minimum of 5 years' experience in a medical leadership role.

**Skills, Abilities, Attributes:**

- Possesses a vision of a reformed health system.
- Possess a sound knowledge of principals of management and medical management.
- Has demonstrated leadership ability in a complex, rapidly changing environment.
- Has demonstrated the ability to promote teamwork, collaboration and partnership.
- Is creative, innovative, enthusiastic, and respected.
- Has a strong commitment to customer satisfaction and quality health service.

## **Duties and Responsibilities:**

General Administration: In collaboration with other Program Team Members:

1. Develops an integrated Breast Health Diagnostic Program for the region of Winnipeg and where appropriate, for the Province of Manitoba.
2. Develops, implements, and reviews program goals and objectives, priorities, strategies and implementation plans that are consistent with the Authority's mission.
3. Collaborates and envisages development of new program proposals designed to advance the scope and quality of program services with a focus on rapid diagnosis of breast health issues.

Financial Management: Working with other team members:

1. Develops budgets and plans for the deployment of resources and submitting the budgets and plans.
2. Regularly reviews program plans, budget variances, resource utilization, and other variables to make sure that resources are organized.
3. Works towards a rational medical remuneration system, which is based on the guidelines.

### Medical Staff

1. Provides overall professional leadership to the medical staff (surgeons & radiologists) in the Program.
2. Responsible for all aspects of physician recruitment to deliver excellent services in response to the health needs of Manitobans. For University appointments, this will be a joint process between \_\_\_\_\_ and the University of Manitoba.
3. Ensures that Program members observe \_\_\_\_\_ Medical Staff By-Laws.
4. Recommends appointments of medical administrative positions (e.g. radiology director) in accordance with guidelines.
5. Ensures that medical standards are developed, monitored, and appropriate action taken when necessary.
6. Oversees site medical managers in developing a coordinated service delivery program.
7. Performs regular performance evaluation for those individuals who report directly to the program Medical Director using the \_\_\_\_\_ model.

Standards, Quality Assurance and Policies: Working with other team members:

1. Establishes program policies and procedures, rules and regulations, where appropriate.
2. Establishes a Quality Improvement Plan.
3. Develops common interdisciplinary program standards in the region.
4. Identifies and monitors relevant indicators within a continuous quality improvement model.
5. Identifies quality, risk, and utilization issues and works to remove or reduce them.

6. Promotes evidence-based decision-making at all levels of service delivery.
7. Facilitates ongoing education in Clinical Quality Management initiatives.

Communication/Liaison: Working with other team members:

1. Chairs regular Program meetings and reports relevant information to the vice-President responsible for Oncology as well as site administration for day-day activities.
2. Attends required meetings.
3. Keeps the members of the Program informed as to \_\_\_\_\_ policies, program objectives, and other relevant matters.
4. Communicates effectively with all staff in the Program and those individuals outside of the Program.
5. Develops relevant linkages between the program and other stake holders including but not limited to:
  - Other related clinical programs of \_\_\_\_\_
  - Community representatives.
  - The referring community.