



Providence Living

The Views at St. Joseph's

INTERNAL & EXTERNAL POSTING

**DO NOT
REMOVE
POSTING**

Posting: Non-Contract
Status: Part Time
Classification: Medical Coordinator
Work Area: The Views, Providence Living (Comox)
Effective Date: To be determined

JOB SUMMARY:

Providence Living is a newly created non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.

The role of the medical coordinator is to maintain or improve the quality of resident care in LTC. We achieve this through influencing the operations of the medical system within our LTC facility, with a focus on the physician activities. This includes overseeing and monitoring medical care, including the auditing of medical care where necessary.

ROLE RESPONSIBILITIES:

1. Leadership: assist and advise the facility in the overall delivery of medical care.
2. Operational quality: oversee the activities of attending physicians in the facility including regular attendance, responsiveness and quality of medical care provided.
3. Change management: assist the facility and its attending physicians in change strategies that improve the quality of medical care.
4. Informatics: assist and advise the facility with regard to medical records and the integration of health care information.
5. Planning: identify process deficiencies in the provision of medical care and assist the facility in developing strategies to mitigate such deficiencies.

OPPORTUNITIES FOR INVOLVEMENT:

- Care Conference Attendance on behalf of MRPs or with MRPs.
- Medication Reviews/Six Month Drug Reviews with multidisciplinary team.
- Chart audits – to ensure that physicians are attending regularly, MOST complete, admission histories present, problem lists up to date.
- Challenging resident rounds – the medical coordinator meets with the care team every couple weeks to discuss a particular resident, either medical or behavior issues. Medical issues could be pain, blood sugars, wounds, falls etc.

The Views at St. Joseph's
Human Resource Services
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2137 Comox Avenue
Comox BC V9M 1P2



- Palliative approach rounds - the medical coordinator meets with the care team every couple weeks to discuss moving particular patients towards a palliative approach or changing the facility culture and approach to care.
- Medication reduction rounds - the medical Coordinator meets with the care team every couple weeks to discuss reducing medications in particular patients or changing the facility use of medications.
- Auditing effectiveness evaluation - After auditing a chart and suggesting changes to a physician, re-audit them 30 days later to see if recommendations have been followed.
- Improving patient medical record – Systematically updating problem lists, allergies, or goals of care in patient’s charts.
- QI Project of your choice – Find a problem to solve at your facility and enrol in a QI course that will guide you through implementing the project. See resources section for QI resources for physicians.
- Setting up and coordinating a mentoring and teaching program – Engage current and new physicians/residents/ students in the benefits of working in LTC. Your local divisions of FP may be able to support this work.
- Coordinate clinical learning sessions with facility physicians and staff – could use Choosing Wisely material, Provincial Academic Detailing teachers or staff and physicians. Billing: 34 clinical sessions are available yearly through Island Health

This posting will remain open until successfully filled. Please apply in writing to the Department of Human Resource Services.

Applications and resumes may be submitted through hr@providenceliving.ca or faxed to **778-431-0270**.

Thank you.

Human Resource Services

DATE: April 14, 2022