

Medical Director

Department: Medical Services

Reports to: Chief Executive Officer (CEO)

Date Revised: September 27, 2022

Summary

The Medical Director is accountable to be a mentor, leader, change agent, and resource for best practice models for hospice palliative care to ensure the delivery of quality medical palliative care. The Medical Director is also responsible for developing and maintaining clinical partnerships, conducting and presenting research related to pediatric, adult, and senior palliative and end-of-life care and staff education needs. The Medical Director reports to the Chief Executive Officer (CEO) and works closely with the Directors of Nursing, Education and Research, Psychosocial, and the interdisciplinary clinical team to deliver quality, evidence-based palliative end-of-life care. The Medical Director is a valued member of the Senior Leadership Team (SLT) of the Victoria Hospice Society (VHS).

Education and Experience

Eligible for registration with the British Columbia College of Physicians and Surgeons. Have advanced training in palliative medicine via a recognized program of study in Canada or the US. This, along with experience of at least 5-year duration resulting in demonstrable skill in managing patients with progressive, life-limiting diseases. Adult palliative care experience is a requirement and experience with pediatric palliative care is a plus. Preferably eligible through the College of Physicians and Surgeons of BC and the [Specialized Palliative Care Privileging Dictionary of BC](#) to obtain privileges at the Royal Jubilee and Victoria General Hospitals.

Skills and Abilities

- Specialist medical expertise in relation to the care of palliative patients.
- Thorough knowledge of palliative care principles and practices.
- Strong leadership, coaching, and mentoring skills.

- Excellent English written and verbal communication skills as well as human relations, interpersonal, and team building skills.
- Solid managerial, administrative and organizational skills.
- Strategic thinker with creative problem solving, decision making and evaluative skills.
- Ability to work effectively as a change agent.
- Proven ability to develop partnerships and work diplomatically and persuasively with a variety of stakeholders.
- Demonstrated ability to provide progressive and innovative approaches to issues.
- Demonstrated ability to plan, organize, set and successfully accomplish objectives.
- Demonstrated ability to work in collaboration with individuals at all levels in a multi interdisciplinary team environment.
- Computer literate and ability to use Microsoft Office Windows programs.

Typical Accountabilities

1. Acts as a resource for best practice models in both inpatient and community-based hospice care. In conjunction with other program areas develops and maintains best practices and standards of palliative medical care, which ensures VHS is a leader in palliative end-of-life care.
2. Works with the Island Health (IH) palliative care program leadership (or IH Palliative Physicians) to ensure that the medical care provided is high quality and evidence based. In the event of patient and family complaints requiring escalation beyond MRP, acts as a first responder and escalates any issues as needed to VHS executive and/or Island Health palliative program and medical leadership as required.
3. In conjunction with the interdisciplinary team, determines criteria for medical appropriateness for admissions and discharges.
4. Participates in interdisciplinary meetings as a medical resource.
5. Participates as a member of the senior leadership team (SLT) in the overall strategic planning for VHS. Identifies the need for and participates in the development of medical policies and procedures and ensures that medical programs and services as well as their specific practice methods are reflective of the VHS philosophy, mission, vision and values.
6. Develops, monitors, and evaluates the VHS medical services operating budget.

7. Collaborates with staff, families, and academic institutes to establish research programs; conducts research relevant to pediatric, adult and seniors' palliative care, reports results and presents educational and new research information at conferences.
8. Seeks to establish and maintain relationships with other hospices, universities and programs (*e.g. UBC Division of Palliative Care, BC Centre for Palliative Care, CHPCA, etc.*). Serves on a variety of joint care teams and committees to promote and integrate the hospice philosophy in care programs.
9. Acts as an advocate and clinical spokesperson for VHS.
10. Collaborates with the physicians, other Directors and clinicians at VHS to identify the educational needs of clinical staff and recommends appropriate educational opportunities. Participates in the development, implementation, delivery and evaluation of the hospice care education program.
11. Ensures a continuing education climate. Promotes and provides support for that climate by collaborating with the interdisciplinary team in setting education, knowledge sharing and research goals and activities.
12. Keeps up-to-date with policies, procedures and strategic objectives of the Hospice. Maintains standards set by the College of Physicians and Surgeons of British Columbia, Canadian Council on Hospital Accreditation and Canadian Palliative Care Association.
13. Participates as an active member of Hospice Committees. Represents VHS on external committees as determined in conjunction with the CEO.
14. Maintains professional development and knowledge of developments and trends in medical theory and pediatric, adults and seniors, palliative care treatment through seminars, workshops, professional affiliations and hospice contacts.
15. Performs other related functions as required.

Note: *Flexibility is necessary, as this position may require weekend and evening work and travel Across Vancouver Island. A vehicle and clear driving record are required.*