

# Expression of Interest

## Victoria Primary Care Network – Steering Committee Chair

**Do you have a passion to make a difference as a primary care leader?**

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### About

The Victoria Primary Care Network (VPCN) is a network of local primary care service teams working together to meet the needs of the population. The VPCN Steering Committee reflects our primary care community and provides strategic direction and oversight for the VPCN.

### VPCN Mission

To enable the Victoria primary care community to operate at its full potential by building strong partnerships and well-designed programs in the pursuit of sustainable family medicine and high-quality patient care.

### The Opportunity

The VPCN is seeking expressions of interest from our members to sit as the VPCN Steering Committee Chair. The role of the chair extends beyond the typical role of only facilitating VPCN Steering Committee meetings, and instead will also act as the 'convener'. In collaborative leadership, the convener is responsible for bringing people together from multiple sectors and organizations to address complex issues, problems, or opportunities.

### Qualifications

- Local family physician, ideally with experience practicing longitudinal care within the VPCN geography.
- Member of the Victoria Division of Family Practice (VDFP).
- Experience accessing VPCN services: Clinical Pharmacy, Mental Health Consultant, Social Work, RN Case Manager, RN in Practice.
- Commitment to, and a clear understanding of, the VPCN mission.
- Experience in governance and leadership.
- Sufficient time to devote to their duties as VPCN Steering Committee Chair.
- Demonstrated knowledge of Indigenous cultural safety and humility and knowledge of related recent publications/reports and Government of BC positions and policies of importance to the implementation of PCNs in BC.

### How to apply

We invite interested individuals to submit a resume together with an Expression of Interest letter of 500 words or less. This letter could include:

- Why you are interested in this position and why you would make a good candidate
- How you see yourself contributing to the ongoing development of the PCN
- Your leadership experience and Indigenous cultural safety journey

Please forward submissions to [victoriapcn@victoriadivision.ca](mailto:victoriapcn@victoriadivision.ca) before February 23, 2024.

Questions regarding this opportunity may be directed to [victoriapcn@victoriadivision.ca](mailto:victoriapcn@victoriadivision.ca).

Dr. Sarah Chritchley  
Dr. Kristen Iverson  
Dr. Steve Goodchild

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Victoria Division of Family Practice, Victoria PCN Transition Subcommittee Members

## **Victoria Primary Care Network (VPCN) Steering Committee Chair – Role Description**

### *Purpose*

The Victoria Primary Care Network (VPCN) Steering Committee, in consultation with VPCN members, will oversee the establishment and ongoing operation of the four Victoria PCNs in accordance with the approved PCN service plan.

The VPCN is a network of local primary care service teams working together to meet the needs of the population. The VPCN Steering Committee reflects our primary care community and provides strategic direction and oversight for the VPCN.

### *VPCN Mission*

Enable the Victoria primary care community to operate at its full potential by building strong partnerships and well-designed programs in the pursuit of sustainable family medicine and high-quality patient care.

### *Role Summary*

[As per the Family Practice Service Committee \(FPSC\):](#)

“The role of the Chair in the PCN Steering Committee context extends beyond the typical role of only facilitating VPCN Steering Committee meetings, and instead will also act as the ‘convener’. In collaborative leadership, the convener is responsible for bringing people together from multiple sectors and organizations to address complex issues, problems, or opportunities.”

The Chair must understand the purpose of the VPCN Steering Committee, provide leadership to achieve its goals, and organize the work so that action is taken in an orderly and timely manner.

### *Qualifications*

- Passion to make a difference as a leader.
- Local family physician, ideally with experience practicing longitudinal care within the VPCN geography.
- Member of the Victoria Division of Family Practice (VD FP).
- Experience accessing VPCN services: Clinical Pharmacy, Mental Health Consultant, Social Work, RN Case Manager, RN in Practice.
- Commitment to, and a clear understanding of, the VPCN mission.
- Experience in governance and leadership.
- Sufficient time to devote to their duties as VPCN Steering Committee Chair.
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## Victoria Primary Care Network (VPCN) Steering Committee Chair – Role Description

### *Attributes/Skills/Abilities*

- **Strong leadership skills:**
  - Organize a group to achieve common goals.
  - Actively listen to committee discussions and demonstrate understanding of key points.
- **Meeting management & organization skills:**
  - Facilitate discussion, consensus and decision making.
  - Ensure discussions remain within the scheduled agenda timelines.
- **Communication skills:**
  - Effective and respectful communication of viewpoints and positions.
  - Navigate difficult conversations and resolve conflicts.
- **Collaboration skills:**
  - Build and maintain positive relationships with varied health professionals, Island Health partners, Ministry of Health, Indigenous Circle, Advisory Groups and VPCN staff.
- **Team-based care:**
  - Well-versed in best practices of team-based care.
  - Advocate for the development of team-based care in VPCN community.
- **Passion:**
  - Desire and commitment to provide comprehensive, patient-centered, culturally informed healthcare.

### *Primary Roles of Chair*

The Chair is, first and foremost, responsible for the effective functioning of the VPCN Steering Committee in its role of governing the VPCN. The Chair:

- Leads and facilitates meetings of the VPCN Steering Committee.
- Collaborates with the VPCN Director to develop an agenda and ensure information given at meetings is sufficient to make informed and responsible decisions.
- Fosters a culture conducive to governance dialogue.
- Attends to interpersonal dynamics and helps the VPCN Steering Committee to be highly functional.
- Ensures all members are respectful of one another and follow the VPCN Steering Committee Code of Conduct.
- Ensures all new committee members receive proper orientation.
- Ensures there is a process to evaluate the effectiveness of the VPCN Steering Committee.

In addition, the Chair may, with greater regularity than other members of the VPCN Steering Committee:

- Be available to the VPCN staff for consultation purposes.
- Attend the VDFP annual general meeting (AGM).

## **Victoria Primary Care Network (VPCN) Steering Committee Chair – Role Description**

- Represent the VPCN Steering Committee at meetings of partners (i.e.: Indigenous Circle and Community Advisory Group) on invitation.
- Attend the Collaborative Services Committee on occasion.

### *Term of Membership:*

- Recommended term length is three years.
- Recommended maximum length of service is two three-year terms.

### *Responsibilities of Chair*

The specific functions of conveners in collaborative work include to:

- Clarify the purpose of the collaborative effort.
- Identify issues or opportunities.
- Determine who might initially be invited to the collaborative table based on the membership requirements.
- Seek input from the partners about their engagement, role, and potential contributions.
- Seek buy-in from collaborative partners and work toward a shared approach.
- Vote on matters before the VPCN Steering Committee.

### *Time Commitment:*

- Initial commitment convening new VPCN Steering Committee members - Phases 1 & 2:
  - Up to 8 hours per week for up to 14 weeks
- Continued commitment – stabilized VPCN Steering Committee - Phase 3:
  - Up to 10 hours per month

### *Remuneration & Support*

- The Chair will be paid the current Doctors of BC sessional rate for meetings, preparation time, and any other activities they participate in as their role as the VPCN Steering Committee Chair.
- The VPCN staff provides essential assistance and coordination to ensure the smooth functioning of VPCN Steering Committee activities and operations. This includes a range of tasks to facilitate effective communication, organization, and decision-making within the committee, i.e.: meeting logistics, agenda preparation, documentation, record keeping, technology management, compliance, and reporting.