

Primary Care Site Medical Lead, Cowichan Urgent & Primary Care Centre

Role Focus

The **Primary Care Site Medical Lead, Cowichan Urgent & Primary Care Centre** provides on-site medical leadership that supports the delivery of high-quality, patient-centred primary care within a team-based environment. The position integrates clinical insight with operational decision-making to ensure safe, efficient, and coordinated care.

The Medical Lead is responsible for guiding day-to-day site operations, championing strategic initiatives, and advancing continuous quality improvement. This includes oversight of medical staff recruitment and governance processes, supporting professional standards, and fostering a collaborative, communicative, and engaged medical community.

In this role, the Medical Lead partners in a co-leadership model with operational leadership, sharing accountability for site performance, culture, and quality outcomes.

Key Responsibilities:

Operations:

- Maintaining a consistent site presence and liaising regularly with the Manager.
- Providing oversight of site-level administrative procedures to ensure standards of appropriate continuity and results management.
- Supporting the identification and implementation of operational improvements.
- Assisting in the identification of local resourcing needs.

Strategy:

- Implementing strategic initiatives at your site, supporting medical staff participation, as appropriate.

Governance:

- Workforce planning and leading medical staff recruitment processes in alignment with Island Health policies.
- Conducting credentialling in alignment with the Primary Care Site Contracted Healthcare Professionals Governance Policy.
- Managing any concerns related to the professional conduct and performance of medical staff, with support of senior leaders and the Enhanced Medical Staff Support team as required.
- Holding annual medical staff check-ins focused on performance, engagement and well-being, career development, and future workforce planning.

Quality:

- Identifying patient needs and expectations at your site in collaboration with your Community Medical Director to inform local quality priorities.
- Overseeing implementation of continuous quality improvement and innovation initiatives at the site.

Communication & Collaboration:

- Fostering a collaborative environment at your site.
- Implementing regular communication with all members of the medical staff at your site.
- Collaborating with your Community Medical Director, operational leadership, and community partners as required.

Other duties as assigned.

The Details:

Co -lead:	Manager, Cowichan Urgent & Primary Care Centre
Reporting to:	Community Medical Director
Committee Responsibilities:	Co-Chair, Site-level meetings Chair, Primary Care Provider Meetings Additional Committees as required
Time Requirements:	0.20 FTE
Compensation:	\$47,043.03 per year

Qualifications and Competencies

- Doctor of Medicine or Nurse Practitioner with current registration and good standing with their respective College and with specialty or subspecialty training, as required of the role.
- Training and/or experience in multidisciplinary quality improvement and/or patient safety is an asset.
- Prior medical leadership experience preferred.
- Demonstrated commitment to formal leadership education is an asset (e.g., UBC Sauder Physician Leadership Program, CMA Physician Leadership Institute, SFU Physician Leadership Series, or equivalent).
- Strong verbal and written communication skills.
- Demonstrated ability to adapt to a dynamic healthcare environment with initiative and resilience.
- Strong interpersonal skills with the ability to build and sustain professional relationships at all levels.
- Proven clinical competence with an in-depth understanding of health services and operational systems.