



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: PHYSICIAN
DEPARTMENT: MEDICAL CENTRE
POSITION TYPE: EXEMPT POSITION
LAST UPDATED: DECEMBER 2024

NATURE AND SCOPE OF WORK

As a Physician member of the City of Colwood medical clinic, reporting to the City appointed Medical Director, you will contribute your medical expertise and family medicine experience while working collaboratively within a team of Physicians and other clinic staff, providing quality patient-centred medical care to clinic patients in alignment with the clinic's professional service standards and unique business model as set by the City of Colwood strategic plan.

As a member of the broader City of Colwood team and workplace community, you will adhere to all workplace policies and relevant work procedures and demonstrate personal leadership and commitment to ethical and respectful conduct and to contributing to the physical and psychological safety of the work environment.

POSITION RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS

- Provides quality patient-centred care including but not limited to consultations, examinations, vaccinations, screening for health risks, diagnosing, prescribing or providing treatment and monitoring medical conditions and/or referring to appropriate specialist services and care.
- Advises patients and their families on health care, including staying healthy, accident prevention and treatment of disease and illness.
- Refers patients to community-based resources, such as peer and group support and home care services.
- Consults with and refers to other health care workers, including specialists, to evaluate patients' physical and mental health.
- Performs minor surgeries and assists with other surgical procedures, as applicable.
- Acts as a patient advocate.
- Maintains accurate confidential patient health and medical history records.
- Completes medical and statistical reports to government agencies as may reasonably be required.
- Follows clinic service standards and office procedures to contribute to operational success, including consistently meeting or exceeding the clinic's minimum operational service requirement of an annual average of four (4) basic patient visits per hour or equivalent, per on duty Physician. It is recognized that the patient visits vary in length from the 15-minute duration inferred to meet the annual average expectation stated. For clarity, this expectation will not be applied during a Physician's initial patient panel establishment period, which for greater certainty will at a minimum cover any probation period.
- Supports Medical Director in achieving clinic business, operational and service goals and initiatives; may assume lead Physician role or other medical leadership assignments/duties on a rotational basis or as/when required.



MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Doctor of Medicine degree (MD) or College of Physicians and Surgeons of BC recognized equivalent
- Successful completion of Certification in the College of Family Physicians (CCFP) residency program or recognized equivalent.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Fully licensed to practice family medicine in BC
- Registered and in good standing with the College of Physicians and Surgeons of BC
- Valid professional medical liability insurance
- Police Information Check satisfactory to the City.
- Valid class 5 BC driver's license with driver's abstract record acceptable to the City is an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledgeable and experienced in the field of comprehensive family medicine, health promotion and prevention strategies.
- Awareness of and sensitivity to diverse patient needs, beliefs and cultural or lifestyle practices.
- Well-developed interpersonal skills, with proven ability building and maintaining positive professional relationships with patients, colleagues and other professional associates.
- Exceptional communication skills, including demonstrated ability to effectively explain technical medical information in a manner that can be easily understood by individual patients, and the ability to compassionately convey information of a serious or sensitive nature.
- Ability to collaborate and work effectively and productively in a team environment as well as ability to work independently towards the achievement of collective goals.
- Strong analytical skills with relation to medical information and the medical field.
- Strong administrative, organizational and technical skills with proficiency contributing to the achievement of an efficient medical clinic office environment.
- Demonstrated commitment to continuous learning and professional development to maintain currency of knowledge and skills.

REQUIRED COMPETENCIES

- **Accountability:** Acts reliably and equitably with integrity and professionalism to establish trust.
- **Adaptability:** Willingness to learn, be open and flexible in a changing environment.
- **Patient Focus:** Provides excellent service to internal patient panel and external patient referrals.
- **Collaboration and Team Focus:** Establishes and maintains effective and healthy working relationships with colleagues and professional associates; seeks advice and confers as appropriate to others' expertise and resolves conflicts promptly and professionally to progress common goals.
- **Communication:** Consistent effective communication with others, demonstrating responsiveness, active listening, sensitivity, honesty and respect.
- **Judgement:** Anticipates and assesses future needs, opportunities and risks and takes a pro-active approach to act and achieve desired outcomes.



- Innovation: Considers, contributes and/or embraces new ideas, approaches and creative solutions.
- Personal Insight and Rapport: Demonstrates City of Colwood’s values and self-awareness of strengths and weaknesses, willingness to invite feedback, commitment to continuous learning and personal growth and courage to do what is right.
- Safety Focus: Mindful of contributing to and maintaining a physically and psychologically safe environment; plans and performs work in a way that minimizes risk of injury to self and others and models sound occupational health and safety practices.