

QPS Physician Advisor Scope of Work

THE DELIVERABLES

The following activities outlines general expectations of the role and responsibilities of the Physician Advisor. This is not an all-inclusive list and deliverables may fluctuate based on priorities and direction of DHW as required.

1. Expert Advice:
 - Advise on and review QPS policy and projects to maintain DHW focus on quality and patient safety.
 - Analyze and interpret data to help establish QPS priorities and produce actionable information in support of quality improvement initiatives.
 - Review, assess and evaluate the practical application of recommendations brought forth for improvement.
 - Work with Applied Research Chair to identify research topics that are of interest to DHW.
2. Physician Engagement, Communication and Strategic and Tactical Approach:
 - Lead physician engagement to collaborate and integrate quality improvement initiatives to reach DHW quality improvement goals.
3. Meetings (internal to DHW and external):
 - Represent the Department on various components of the Choosing Wisely campaign and where appropriate, advance appropriateness of care in NS.
 - Work with the DHW on a routine basis to review Quality Review Recommendations submitted by stakeholder delivery organizations.
 - Network with other physicians, researchers, and business experts, to identify innovative practices in quality and patient safety improvement.
 - Participate on committees and working groups, briefing or other meetings, as required.

DISCLOSURES

Reporting to the ADM, Clinical, the Physician Advisor will be required for approximately 45 hours per month. Compensation will be commensurate with experience and qualification and shall be firm for the duration of the term of contract.

Compensation rate shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST.

A workspace shall be made available on-site at 1894 Barrington Tower, Halifax, NS, however, applicants may work virtually from anywhere in the Province. Any expenses connected with required travel from the applicant's home to the work location shall be pre-approved and in compliance with Provincial Government standards. A computer and/or laptop will be provided with remote access arranged through government's technical support services. On-site telephone and/or cell phone and day-to-day office supplies will be provided by DHW as appropriate.

Travel and living expenses for other related work activities must also comply with Provincial Government standards. All such expenses must have prior approval from the Department of

Health and Wellness. Travel expenses will be granted only for activities that require the successful applicant to travel away from the work location.

MANDATORY REQUIREMENTS

Applicants must be a Physician with membership in good standing with the College of Physicians and Surgeons on Nova Scotia.

Applicants must have privileges to practice medicine at a complex within the Nova Scotia Health Authority or IWK.

RATED CRITERIA

Experience and Qualifications – Total Points = **[50 points**]****

- A detailed description of executive leadership experience, including physician engagement;
- A demonstrated comprehensive knowledge, skills and expertise in the area of quality and patient safety improvement systems;
 - Certification from a recognized quality improvement program may be considered an asset.
- Evidence of the ability to critically evaluate information from a broad range of stakeholders to develop and present best policy recommendation for decision making;
- Experience practicing in both urban and rural settings may be considered an asset; and
- Contributions made within academia in quality and patient safety may be considered an asset.

The Province of NS has at its core a commitment to social equity, the value of diversity, and the foundational fairness of inclusion. We welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

A minimum qualifying score of 35 points is required for applicants to move on to Stage II – Interview.

Interview– Total Points = **[25 points**]****

The interview segment will be completed in no more than 90 minutes. Adequate notice for preparation will be provided. Interviews will be conducted in person or by video/teleconference.

The interview will permit the evaluation committee to validate that the proposal is fully compliant with all of the RFP mandatory technical requirements and rate any aspect of the Applicant's proposal.

Applicants will be rated in accordance with the evaluation criteria. The interview may also be used to adjust scores attributed during the evaluation of the technical response. The interview

component will evaluate experiences related to the listed deliverables including, but not limited to:

- Experience working with the physician community and other stakeholders;
- Experience in an executive leadership position, including any experience working with government officials; and
- Experience and insights in the development, evaluation and administration of quality and patient safety related initiatives.

All costs associated with the interview, including travel if required, will be at the expense of the Applicant.

A combined minimum qualifying score of 52.5 points in both the Experience and Qualifications and Interview is required for applicants to move on to Stage III – References.

References – Total Points = **25 points**

Stage III will consist of a reference check of the two (2) highest-scoring applicants who have met the minimum threshold score in the previous two stages.

Each applicant is requested to provide two (2) references from persons who can speak to the applicant's capabilities and experiences in areas similar to those requested in this RFP, from the applicant in the last 5 years.

Each reference should include:

1. reference name, title and contact information
2. working relationship to the applicant (e.g. supervisor, co-worker)
3. References will be contacted and asked to provide their reflections/observations of the applicant's:
 - i) leadership abilities
 - ii) strength(s) for this role (policy, administration)