

MEMORANDUM

TO/À : Colleagues, programs and collaborating agencies of the Ontario Psychiatric Outreach Program

FROM/DE : Denise Canso, Policy & Program Manager, Ontario Psychiatric Outreach Program (OPOP)

DATE : 16 July 2018

RE/SUJET: Recruitment of OPOP Medical Director

Dear colleagues,

Dr Cooke's term as Medical Director of the Ontario Psychiatric Outreach Program (OPOP) comes to an end on February 2, 2019. It is time to recruit the next leader.

OPOP is thus seeking candidates for the position of OPOP Medical Director and a description of the position is attached. The deadline for the receipt of applications is August 31, 2018. The appointment of the new Medical Director will be effective on February 2, 2019 and the position is normally tenable for five years and renewable annually on approval of OPOP funding from the Ministry of Health and Long-Term Care.

A selection committee comprised of representatives of the OPOP collaborating programs and of the departments of psychiatry of OPOP's affiliated medical schools will meet in early to mid-September 2018 to choose a short list of candidates whom it will contact to arrange an interview.

Interviews will be scheduled for Wednesday, October 24 (all day) and the morning of Thursday, October 25, 2018 in North Bay, Ontario. Travel and accommodation for two to three candidates, if any are outside the North Bay area, will be covered by OPOP. If an invited candidate is not able to travel to attend the interview in-person, arrangements can be made to attend by videoconference technology.

We would be grateful if you circulate this announcement to whomever you feel might be interested in this position. Further information may be obtained from Denise Canso, OPOP Policy and Program Manager, whose coordinates may be found below.

JOB DESCRIPTION Medical Director, OPOP

The Ontario Psychiatric Outreach Program (OPOP) is a unique collaborative network of dedicated academics and practitioners in the field of mental health, providing on-site and telepsychiatry clinical services, education and support to remote and rural communities throughout Ontario. OPOP is funded through the Underserved Area Program of the Ontario Ministry of Health and Long-Term Care.

Mandate:

OPOP is committed to providing clinical service, education and support of the highest quality to communities throughout Ontario, particularly communities that are rural, remote or considered under-served in terms of mental health care. We will continually strive to provide multidisciplinary, contextually relevant, community-oriented service and education.

Program partners:

The headquarters for OPOP currently operates out of the Centre for Addiction and Mental Health (CAMH) and oversees the funding and policies that govern three clinical programs based at university departments of psychiatry and teaching hospitals: [Northern Psychiatric Outreach Program at CAMH \(NPOP-C\)](#), [Northern Ontario Francophone Psychiatric Program \(NOFPP\)](#) at the University of Ottawa, and the [Extended Campus Program \(ECP\)](#) at Western University. These programs collaborate to provide clinical service, education and support to communities throughout Northern Ontario, particularly those considered rural, remote or underserved in terms of access to mental health care services in order to increase access to local mental health care.

OPOP also works closely with a number of other outreach programs in the province to provide on-site and telepsychiatry clinical outreach services and education in remote and rural communities throughout Ontario. These collaborating partners include HealthForce Ontario, the two northern LHINs and the North of Superior Counselling Programs. Members of these programs and agencies are represented on OPOP's Steering Committee.

The strategic priorities of OPOP are supported through input from an executive committee, comprised of the medical directors of OPOP collaborating programs, the OPOP medical director, OPOP manager, as well as the OPOP steering committee comprised of members of the clinical programs, HealthForce Ontario, Ministry of Health and Long Term Care (MOHLTC), community and Local Health Integration Network (LHIN) representatives.

The Medical Director of OPOP reports to the OPOP executive committee and the MOHLTC.

Major Roles:

- Chairs the OPOP Executive and Steering Committees, facilitates their activities to fulfill the program's mandate to deliver psychiatric clinical outreach services and education using standards of best practice, and ensures that these services are integrated and coordinated across OPOP-affiliated programs and collaborators.
- Leads the OPOP Executive Committee so that it functions as a strategic decision-making group with a focus on planning, budget and operational issues.
- Leads the OPOP Steering Committee so that it functions as a cohesive and collaborative group to meet its objectives in a timely and professional manner.
- Extends the role of OPOP by encouraging the building and maintenance of partnerships and ties with other provincial clinical outreach services, educational organizations and institutions such as HealthForce Ontario (HFO).
- Represents OPOP at appropriate levels of the MOHLTC and HFO to ensure all issues and concerns affecting OPOP are understood and addressed as directed by the Steering Committee.
- Encourages collaboration among all stakeholders, particularly the Northeast and Northwest Local Health Integration Networks, Northern Ontario Family Health Teams, community groups and the post-graduate education programs of Ontario medical schools.
- Oversees any evaluations of OPOP activities. Where appropriate, initiates or supports research.

Responsibility:

- Chairs three to four formal meetings with the OPOP Executive Committee, per year, develops an agenda for each meeting based on goals, objectives and/or issues defined by the medical directors of the collaborating programs, ensures that all items raised by members are included in the agenda for discussion and approves minutes.
- Chairs three to four formal meetings of the OPOP Steering Committee per year, develops an agenda for each meeting based on the activities, goals and objectives defined by the Committee, ensures that all items raised by members and partners are included in the agenda for discussion and approves minutes.
- Collaborates with the Executive Committee, Steering Committee and any subcommittees to establish goals and objectives for each academic year.

- Chairs the planning committee meetings for the annual OPOP conference and leads the event.
- Oversees and approves the OPOP budget, the annual external audit and the publication of the OPOP annual report.

Administration:

- A Policy and Program Manager provides the OPOP Medical Director with on-going support for programmatic and daily operations.

Remuneration:

- The stipend for the Medical Director reflects a commitment of 1.5 days per week.

Requirements:

- An ability to work with people from diverse backgrounds, communities and ages
- A working knowledge of English and French preferable
- Preference will be given to candidates with outreach and administrative experience
- Works within, or willing to work within (and eligible for appointment), at one of the existing collaborating organizations (i.e., University of Ottawa, Western University, Centre for Addiction and Mental Health)
- Psychiatrist
- Ability to attend a selection interview on either October 24 or 25, 2018.

To Apply:

Please include your letter of interest, CV and any additional information you believe is relevant to this position. Please send your application materials to the email: opop.pepo@camh.ca with subject line: *"Application - Medical Director OPOP"*.

Deadline for Applications: August 31, 2018 at 9pm EST

TIMELINE – RECRUITMENT PROCESS

July 16, 2018	Announcement and job posting are distributed
August 31, 2018	Deadline for receipt of applications
September 1-15, 2018	Selection committee members review applications and send shortlist of candidates to OPOP Committee Chair & OPOP Manager
September - October 2018	Invite short-listed candidates for interviews
October 24 – 25, 2018	Selection interviews in North Bay, Ontario *October 24: all day; October 25 (am only if needed)
November 2018	Final selection and agreement on successful candidate
February 2019	New Medical Director start