



WEST CHAMPLAIN
FAMILY HEALTH TEAM

FHT Employee Handbook

"Welcome to the team!"

Full Time New Employee

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OUR FHT STRUCTURE

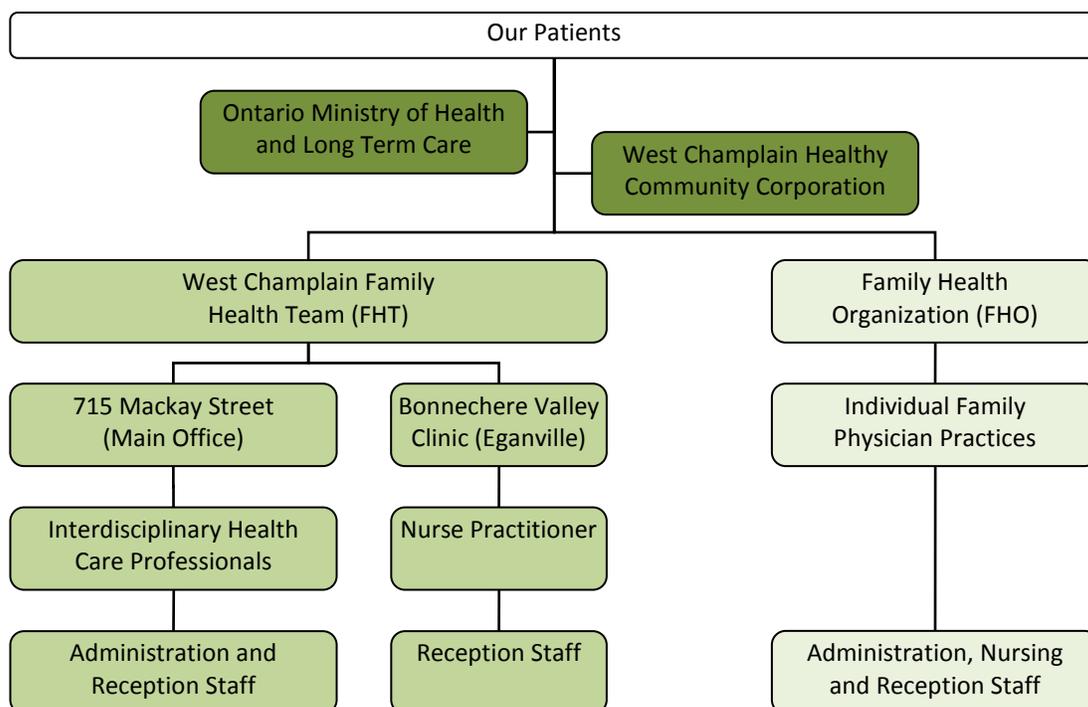
The West Champlain Family Health Team (WC FHT) consists of a group of interdisciplinary health care providers and administrative staff who support family physicians of a Family Health Organization (FHO), working collaboratively to provide a broad spectrum of primary health care services to physician rostered patients of Pembroke and surrounding areas.

SPONSORSHIP

West Champlain Healthy Community Corporation (WCHCC) is a community-based organization that was developed to help solve local health-related challenges by increasing capacity for new family physicians and specialized health and wellness services to serve communities in the Upper Ottawa Valley as part of the area served by the Champlain Local Health Integrated Network (LHIN). This is one of a number of provincial government centres charged with the responsibility of transforming and maintaining uniform health standards across the Province of Ontario.

GOVERNANCE

The Board of Directors, provides governance through policy and strategic direction, and is made up of two members of the Family Health Organization (family physicians) and two members of the WCHCC (community members). Either an additional physician or community member holds the Chair position alternately for a two-year term. The Executive Director represents the operational initiatives and interests of the WC FHT and attends all board meetings as secretary and non-voting member.



OUR STAFF

NURSE PRACTITIONERS

Nurse practitioners (NP) work alongside the FHO physicians to give patients prompt assistance and advice. An NP can diagnose common diseases, prescribe and administer medications and treatments as well as order diagnostic tests.

FHO Main Office : Pamela Bart, NP

Eganville Clinic : Kathy O'Connor, NP

INTERDISCIPLINARY HEALTHCARE PROVIDERS

Our interdisciplinary health care providers assist our patients through chronic disease management, ongoing care programs and counselling services. All IHPs are located in the FHT Main Office on the first floor, and serve both physician rostered patients and some community patients through outreach programs.

Lynn Connor, Dietician

Connie Daiken, RN

Darlene Denis-Friske, Counsellor

Michael Gershuny, MSW

ADMINISTRATION

The FHT Executive Director, Jeffrey Weatherill, oversees the Family Health Team staff, Ministry of Health relations and community sensitivity. The FHT Program Administrator is responsible for the day-to-day needs of staff and vendor relationships.

CLINICAL PARTNERS

THE FAMILY DOCTORS & FHO

Our knowledgeable and approachable family physicians work together in a Family Health Organization (FHO) to offer the best primary care to their patients and the community. Each physician runs their own practice with rostered patients and all doctors share FHT duties such as Urgent Care Clinics in the evenings or on weekends.

FHO Main Office : Dr. Colin Macpherson, Dr. Anne-Marie Savoie, Dr. Jennifer Thomas, Dr. Fahamia Koudra

Deacon Street (Lorraine Clinics) : Dr. Joan Tyler , Dr. Lori Moeck

Pembroke Main Street : Dr. Peter Galley

FHO NURSES

Each of the family physician's has a support team of registered nurses and RPNs that work with the patients at their in office visits and for follow up or acute needs.

FHO Main Office : Shirley Gareau RN, Laura Dalton RN, Tammy LaFrance RN

Deacon Street (Lorraine Clinics) : Diane Corrin RPN

Pembroke Main Street : Diane Sheahan RN

THE PATIENTS

Our patients are residents of the West Champlain LHIN. From approximately Cobden to Deep River and Golden Lake to Pembroke. Each physician has 700-1200 rostered patients and these are the individuals and families served by the Family Health Team. We also have outreach programs to the community through partnerships with a variety of outside organizations, but the people served by these may not be eligible for all FHT services. Our patients are from all walks of life and have a great variety of needs we strive to serve.

VACATION

Vacation time begins to accrue after the initial 3 month probation period of a new employee. Allocated holiday time varies by contract. Outstanding balances are able to be carried over one year with signed consent from the Executive Director. Vacation time may be supplemented with bank time as approved by the Program Administrator or Executive Director. Please give administrative staff ample notice of time away for scheduling purposes.

BANK TIME

Bank time can be saved up as overtime and added work hours are needed. There is a log book in the Program Administrator's office to record this, or you may send an email with the information. A maximum of one week of Bank Time may be used on one occasion, as approved by the Executive Director or Program Administrator. Please give administrative staff ample notice of time away for scheduling purposes.

ILLNESS & LEAVE POLICY

Each employee begins each year with 7 days sick leave. This time cannot be carried over to another year. There may be special conditions given for bereavement and other exceptional requests, as approved by the Executive Director. Please give administrative staff notice of time away.

PROFESSIONAL DEVELOPMENT

There is a budget for each FHT staff to take part in professional development programs each year. This budget varies but can cover travel, expenses, programs, supplies and other needs. Please submit a request for any professional development opportunities you may be interested in and the Executive Director and/or Program Administrator for approval and booking.

OFFICE NEEDS

Office supplies, phones and IT issues are handled through the Program Administrator. This includes Practice Solutions EMR concerns, software updates, ordering and purchases. Administration will forward on to the necessary vendor and follow-up with you as needed.