



NEWFOUNDLAND AND LABRADOR
MEDICAL ASSOCIATION

Compensation & Benefits Analyst Employment Opportunity

Location *St. John's, Newfoundland and Labrador, Canada*

Basis & Term *Full-time permanent*

Deadline *Sunday, July 2, 2023*

Employer

The Newfoundland and Labrador Medical Association (NLMA) is a non-profit professional association that serves as the voice of organized medicine in Newfoundland and Labrador, Canada. The Association is headquartered in St. John's and represents the views of the physicians of the province with government, the media, and the public. It also advocates on behalf of patients for a fair and equitable health care system.

Job Summary

Reporting to the Director, Health Policy & Economics, the Compensation & Benefits Analyst supports the development, implementation, and administration of physician remuneration models, Memorandum of Agreement (MOA) negotiations, fee/micro-allocation, audit/assessment issues, committee work, and various other related policies and programs related to Physician Services.

The following describes the general nature and level of work performed by this position. It is not an exhaustive list of all responsibilities, duties, education, experience, knowledge, skills, and abilities.

Responsibilities & Duties

1. Provides support to the Health Policy & Economics Department in negotiating agreements on behalf of the NLMA, reviewing documents and reports, analyzing contract/agreement details, determining degrees of risk and exposure, documenting outcomes of meetings and discussions, developing strategies and tactics to advocate on members behalf and ensuring relevant information is communicated, distributed and appropriately filed.
2. Facilitating and supporting resolution of compensation and benefits issues, and conditions of employment issues between physicians and the Department of Health and Community Services (DHCS), NL Health Services, WorkplaceNL, and other third parties (non-insured services).
3. Implementing MOA negotiations initiatives, programs, and associated section/working group activities.
4. Supporting and participating in processes for fee-for-service fee allocation and introduction of new technologies and revisions to the Medical Care Plan (MCP) Payment Schedule.
5. Coordination activities related to the Physician Services Liaison Committee and associated groups, the Payments Schedule Review Committee, and other groups as assigned.

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6. Supporting and helping to resolve issues related to the MCP Payment Schedule, MCP audit and appeal including pre-assessment, liaison with Canadian Medical Protective Association (CMPA) counsel and MCP/DHCS.
7. Supporting and participating in various committees/working groups as required; providing analysis, coordination and any necessary administrative duties related to the above.
8. Responding to written and oral inquiries from physicians, Canadian Medical Association (CMA)/divisions on health policy and economic issues; preparation of environmental scans and provincial reports for CMA.
9. Member of Medical Economics Research Group.

The incumbent will regularly attend meetings outside of regular office hours, including evenings and occasional weekends. The ability to attend to duties during irregular hours is a requirement of the position. While travel may be required from time to time, a personal vehicle will not be required.

Education & Experience

This position requires a bachelor's degree in health/Public/Business Administration, Political Science or Economics with 3-5 years of related experience. Candidates with other equivalent combinations of education and experience may be considered.

Knowledge, Skills & Abilities

1. Ability to foster cordial, collegial, professional and effective working relationship with various physician stakeholder groups within the NLMA family, officials at DHCS, Memorial University's Faculty of Medicine, NL Health Services, the College of Physicians and Surgeons of Newfoundland and Labrador, WorkplaceNL, other provincial/territorial medical associations, CMA, etc.
2. Time management and organizational characteristics; ability to handle stressful situations, multiple tasks, pursue objectives, and the ability to meet tight deadlines, as required.
3. Strong research, analytical, writing, organizational, communication and interpersonal skills.
4. Knowledge of public policy and the workings of the Canadian and provincial health care systems.
5. Knowledge of program and policy design, and evaluation. Ability to design and utilize qualitative research methods including surveys, focus groups, interviews, and consultation sessions.
6. Ability to conduct and critically appraise data utilizing applicable computer applications, and to maintain, extract and analyze information from within a database.
7. Ability to prepare background and briefing documents on various health policy issues, as required.
8. Understanding of negotiating processes and strategies.
9. Ability to work as a member of a team or independently.
10. Ability to effectively communicate orally, in writing, and electronically.
11. Ability to analyze problematic issues and facilitate resolution.
12. Experience working in a Windows environment with proficiency using Outlook, Teams, Word, Excel, PowerPoint, Acrobat, OneDrive, SharePoint, and databases.

Compensation & Benefits

The NLMA offers a competitive compensation and benefits package based on independent triannual evaluation, including:

- Salary commensurate with education and experience
- Performance bonus program
- Retirement program
- Parental leave program
- Employer-paid health insurance
- Employee and family assistance program
- Health spending account
- Hybrid work option, including home office support
- Professional development support
- Annual leave starting at 15 days per year plus leave in lieu of overtime
- Provisions for sick, family, and medical appointment leave

Application

The NLMA is committed to workplace diversity and encourages applications from all qualified persons. Only those selected for an interview will be contacted. Please submit application by Sunday, July 2, 2023 via the NLMA Employment Opportunity Application Form (<https://nlmaforms.formstack.com/forms/employment>).