



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1062-TC
Position Title:	CEPD Accreditation Coordinator
Unit:	Faculty Affairs and Continuing Education and Professional Development
Location:	Sudbury
Term:	Continuing
Terms and Conditions:	As per OPSEU Local 677 (Unit 2) Collective Agreement
Competition Closing Date:	Monday, March 20, 2017

The overall purpose of this job is to ensure compliance with CACME (Committee on Accreditation of Continuing Medical Education) accreditation standards as it relates to CME program development, delivery and evaluation. The Accreditation Coordinator is also responsible for interpreting the CFPC (Canadian College of Family Physicians) and RCSPC (Royal College of Surgeons and Physicians of Canada) CPD (Continuing Professional Development) quality criteria and ethical standards. Within the context of ensuring compliance with all standards, training of staff, creating and maintaining user and process manuals is a key function of this role.

This position is covered by the Term and Conditions of the OPSEU Staff Unit 677 Collective Agreement. A copy is available at: www.nosm.ca/careers

RESPONSIBILITIES:

Tasks may include but are not limited to the following:

- Supports CEPD Office workflow by maintaining processes, coordinating tasks within the process and continuing the workflow to completion.
- Resolves administrative problems by analyzing information; identifying and communicating solutions to stakeholders.
- Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
- Communicates complex information by answering questions and providing recommendations to applicants with respect to compliance with relevant guidelines and standards.
- Maintains continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.
- Accomplishes department and organization mission by creating reports and communicating back to stakeholders results.

Unit Specific Responsibilities

Tasks include but are not limited to:

- Review CME, PD and FD applications submitted to the CEPD Office to ensure educational programs comply with CFPC Certification and RCSPC Accreditation standards.
- Interpret educational quality criteria and ethical requirements and provide feedback to program directors, as necessary to, facilitate compliance.
- Guide NOSM faculty, program planning committees and partners in the development and delivery of high quality, innovative and relevant CPD programming.
- Participate in the development of the CEPD Office educational plan address the identified CME, PD and FD needs of NOSM faculty and health care professionals across Northern Ontario are met.
- Ensure appropriate implementation of Conflict of Interest policies impacting relationships between program planning committees and sponsors, or other potential revenue sources.
- Routinely audit CEPD programs, identify compliance concerns and consult with NOSM's Medical Director of CME and Assistant Dean of CEPD when concerns cannot be resolved with program directors. Seek clarification, when necessary from CACME, CFPC and/or RCSPC where required.
- Ensure all CEPD Office policies, protocols and processes align with current CACME, CFPC and RCSPC standards and ensure all CEPD staff have an understanding of the requirements associated with compliance.
- Prepare for CACME site visit, draft preparatory reports and facilitate preparation meetings with all participants and stakeholders prior to the site visit.
- Coordinate CACME site visit and related processes, including communication with the survey team.
- Collaborate with NOSM's AIMS Unit to ensure information management and associated electronic document management systems comply with CACME, CFPC and RCSPC standards and relevant legislation.
- Develop and modify tools and resources to support CEPD Office, processes and the development and delivery of CME, PD and FD programs that are compliant with current CFPC, RCPSC and CACME standards.
- Perform other duties as assigned.

QUALIFICATIONS:

Education:

- A Bachelors degree in Education, Health Care or Business, from a recognized institution with Canadian accreditation or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities

- Minimum of three (3) years related experience is required

- A thorough understanding of CACME standards, RCPSC and CFPC Guidelines, CMA (Canadian Medical Association) Guidelines regarding Conflict of Interest
- Experience working with other software programs with formatting/utility capabilities of word processing (i.e. Microsoft Excel, Word) and with NOSM's custom programs
- Experience in interpreting, explaining and applying policies and procedures
- Proven experience in coordinating various tasks under tight deadlines
- An understanding of Aboriginal and Francophone communities and their needs as it relates to medical education
- Computer systems and software such as Windows, Databases, Internet and E-mail
- The ability to communicate effectively and to express oneself clearly verbally, and in writing, and uses a variety of media
- Work within established organizational practices, protocols and policies
- Knowledge of The Occupational Health & Safety Act and Regulations that apply to the work being performed is an asset
- Knowledge of university administration policies and procedures is an asset

Language:

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Aboriginal language skills would be a considerable asset

Interested candidates are invited to submit a resume quoting the competition number
2017-1062-TC no later than Monday, March 20, 2016 at 4:00 pm to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.