

NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1087-KW
Position Title:	Program Coordinator, PGE
Unit:	Postgraduate Education
Location:	1 Position Thunder Bay and 1 Position Sudbury
Number of Positions:	2
Term:	Continuing
Terms and Conditions:	As per OPSEU Local 677 (Unit 2) Collective Agreement
Competition Closing Date:	July 20, 2017 at 4:00 pm

The Program Coordinator reports directly to the Postgraduate Education Manager and indirectly to the Program and Site Directors. The incumbent performs complex administrative duties in support of the Postgraduate Medicine Programs and the PGE Office for example: coordination, planning, information management, communication and project development. The incumbent acts as a liaison and is the main contact for the program. The Coordinator acts as a manager of information flowing to, from, and within the residency program. The Coordinator may represent the Postgraduate Programs on various committees and at various activities delegated by the Program Directors. Examples include: recruitment activities for the Postgraduate Programs and participating in the CaRMs process.

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:

- In collaboration with the Program and Site Directors and the Postgraduate Office, the Coordinator has responsibility for the administration and coordination of program functions, including admission/recruitment, and resident support.
- Assists the Program Director in clinical rotation design and in organizing and delivering academic sessions and retreats.
- Acts as the main liaison and program contact for residents; also for applicants to the programs, the Residency Matching Service (CaRMS) and other relevant external agencies as delegated by the Program Director and/or the Postgraduate Office
- Organizes and coordinates clinical rotations.
- In collaboration with the Program Directors and the Postgraduate Office assumes a leadership role in internal/external communication.

- Performs complex administrative tasks such as initiating correspondence, preparing reports, maintaining databases, organizing events and coordinating residency program committee meetings.
- Provides accurate, timely reports as required to the Postgraduate Office in order to meet reporting requirements for Ministry funding.
- Represents the program on various committees or postgraduate activities as delegated by the Program Directors.
- Develops a full understanding of program specific policies and accreditation guidelines and uses these to ensure all program specific events meet the required standards.
- Assumes a leadership role in ensuring that all mandatory educational events are booked and coordinated for learners and teachers
- Provides leadership and coordinates the day-to-day activities of the Administrative Assistant assigned to the programs.
- Coordinates the activities of the physicians and allied health professionals who make up the educational team for the program.
- Ensures collection and distribution of expense claims and financial information from participants (preceptors/residents) in the Postgraduate programs and forwards to the Finance Unit for timely processing.
- Advises, assists, and provides guidance to others including assisting residents, suggesting policy or procedure changes to the Program Directors, or suggesting ways to increase organizational effectiveness through new initiatives.
- Coordinates multiple residents in multiple programs at multiple levels of training interacting with Program and Site Directors and Coordinators at partner universities and distributed sites to ensure program functionality
- Assists the Postgraduate Office to coordinate special events and communication related to core activities covering all PGE programs.
- Acts as a role model of the organization's values in daily work activities.
- Performs other duties as assigned.

QUALIFICATIONS:

Education:

- A university degree in Education, Health Care, Business Administration or a related discipline from a recognized university with Canadian accreditation or its equivalent in knowledge and experience.

Knowledge, Skills and Abilities:

- Minimum three (3) years related experience is required
- Experience in interpreting, explaining and applying policies and procedures
- Experience in or leadership of a project management team
- Previous work experience in a health care or postsecondary education setting
- Proven experience in coordinating various tasks under tight deadlines

- Indigenous and French communities
- Best practices within areas of responsibility
- Computer systems and software such as Windows, Databases, Internet and E-mail
- The academic and or medical environment an asset
- The Occupational Health & Safety Act and Regulations that apply to the work being performed
- Communicate effectively and to express oneself clearly verbally, and in writing, and uses a variety of media
- Provide leadership and effective direction and feedback
- Travel when required
- Work independently and in a consultative and collaborative fashion with a variety of other units and teams to further overall school strategic objectives
- Work under pressure and to organize his or her work and that of others to meet firm deadlines.
- Work within established organizational practices, protocols and policies

Language:

- Must be able to communicate effectively in English (verbally, written, and comprehension).
- French/Indigenous language skills would be considered an asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # 2017-1087-KW no later than July 20, 2017 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, Indigenous 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.