



PROGRAM COORDINATOR

Quality Assurance and Professional Practice Standards

Permanent Full Time - Timmins

Under the direction and in consultation with the Chief Nursing Officer/Manager, the program coordinator assists with planning, development, implementation, monitoring and evaluation of the areas of responsibility as assigned and in accordance with the Ontario Public Health Standards, Organizational Standards and Porcupine Health Unit program priorities. Key responsibilities and duties:

- Coordinates and supports the review of policies and procedures to ensure alignment with the standards for regulatory health professionals.
- Assists with risk assessment analysis by recommending and assisting with the development of policies, procedures and training to enhance professional practice.
- Acts as a resource for professional practice issues including leadership with internal groups such as Circle of Practice, Mentor/Preceptor and RNAO Best Practice.
- Takes primary responsibility for leading the planning, implementation, monitoring and evaluation of client service standards
- Researches, recommends and if required, assists with the implementation of best practices through literature reviews and networking with other health units and organizations.
- Achieves levels of proficiency congruent with the Porcupine Health Unit's Program Coordinator's role in each of the Ontario Public Health Performance Management Competencies.

Qualifications:

- Bachelor of Science in Nursing or equivalent; and
- Current registration with the College of Nurses of Ontario.
- Possess a minimum of three years of experience as a nurse, preferably community or public health nursing
- Excellent verbal and written communication skills
- Experience in developing quality assurance policies and procedures is an asset
- Demonstrates professional accountability and ethical leadership.
- Proven leadership and committee experience.
- Strong computer skills
- Self-directed learner/worker who requires minimal supervision.
- Must have a vehicle and valid Ontario Driver's license.
- Willingness to work flexible hours and travel to meet program needs.

Visit our website at www.porcupinehu.on.ca for more information about the Porcupine Health Unit.

Please forward your resume to:

Human Resources.

Fax: (705) 264-3980

Email: humanresources@porcupinehu.on.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.