

EMPLOYMENT OPPORTUNITY
 Coordinator Quality Improvement

Competition Number: 18-201

Posting Date:	October 30, 2018	Closing Date:	Applications must be received by: November 7, 2018
Position:	Coordinator Quality Improvement	Department:	Administration
No. of Positions:	1	Shift:	0800-1600
Hours:	75 hours biweekly	Rotation:	Monday - Friday
Status:	Regular Full Time	Affiliation:	Non-Union

Duties:

Reporting to the President/CEO and is a member of the Leadership Team the Co-ordinator, Quality Improvement is responsible for developing, coordinating, implementing and evaluating a Continuous Quality Improvement/Risk Management Program for SPH, to ensure achievable levels of quality care and risk control. Collaborates with other functional areas to ensure compliance and delivery according to legislated requirements and internal protocols.

- Organizes, implements, coordinates and monitors the Quality Improvement/Risk Management activities for SPH.
- Monitors the quality of resident care activities.
- Develops guidelines for use by departments in maintaining a Quality Improvement Program
- Evaluates the effectiveness of the Quality Improvement/Risk Management program on an annual basis and develops methodologies to assure currency of systems and processes.
- Plans, designs, coordinates and/or conducts special training sessions, modules, processes and measurement tools.
- Prepares reports to communicate outcomes of quality/risk activities
- Coordinates and supports on-site audits conducted by external stakeholders
- Evaluates audit findings, and implements appropriate corrective actions.
- Assures on going compliance required by legislation and regulatory requirements with respect to quality/risk management.
- Responsible for Accreditation process.

EDUCATION OR EQUIVALENT KNOWLEDGE

- Diploma or Degree in Health Sciences, Quality Management, Business Administration or related field.
- Completed studies/training in Quality and Risk Management

QUALIFICATIONS

- Ability to work independently
- Team player in combination with ability to function as a facilitator
- Superior knowledge of software programs including demonstrated efficiency with Word, Excel, Power Point and familiarity with other software as required from time to time
- Solid understanding of data (e.g. audit tools, performance metrics, surveys) and how they can be used to measure quality, as well as standards that must be met to be in compliance with LTC regulations
- Solid communication skills (written and verbal) to interpret legislation, prepare reports, develop policies and effectively communicate information to an interdisciplinary team.

PRIOR EXPERIENCE

- Minimum of five (5) years in Healthcare, preferably LTC with three (3) years' experience in Quality Improvement/Risk Management or an equivalent combination of education and demonstrated experience.

**Applicants must submit their application, in writing, to hr@stpats.ca
 or deliver to 2865 Riverside Drive, Ottawa, ON K1V 8N5**