



## POSITION DESCRIPTION

**POSITION TITLE:** Director, Acute Care – Standards and Projects

**DEPARTMENT:** Acute Care

**CLASSIFICATION:** Management

**APPROVED BY:** Regional Lead – Acute Care & Chief Nursing Officer

**UNION:** Out of Scope

**DATE APPROVED:** October 2024

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Regional Lead - Acute Care & Chief Nursing Officer

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

The Director, Health Services - Standards and Projects shall be accountable to the Regional Lead – Acute Care & Chief Nursing Officer. The Director, Health Services - Standards and Projects is responsible to work collaboratively with others members of the acute care team to develop and lead regionally quality improvement initiatives as it relates to Accreditation Standards, the Regulated Health Professionals Act and other required legislation. This includes functions such as coordination, implementation, monitoring and evaluation. The incumbent participants in the development of policies and procedures and audit processes to ensure compliance with applicable legislation and inquest recommendations. The Director will also be responsible for overall project management for acute care initiatives as directed and as it relates to legislated initiatives, procurement initiatives, regional and provincial initiatives. In addition, the incumbent may be the regions clinical representatives on procurement contracts and national meetings.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

**Duties and functions include but are not limited to the following:**

Overview

- In cooperation with the Acute Care Leadership Team, develops and implements quality improvement and risk management activities in Acute Care.

- Ensures regional consistency and adherence to acute care standards.
- Participates on provincial and national committees related to clinical procurement.
- Assists in the coordination/rollout of the Reserved Acts related to CRNM Regulated Health Care Professionals Act.
- Assists in the coordination/rollout of other nursing legislated acts.
- In coordination with designated teams, leads the development of initiatives/program improvement, including assessment, proposal development, project design, project planning, establishing project timelines, implementation and evaluation.
- Assists Material Management and other departments in the rollout of regional clinical equipment or clinical products.
- Assist in the management of supply chain issues.
- Participates in regional and provincial committees and networks as appropriate.
- Consults appropriately with key stakeholders.
- Leads and participates in ROP and Accreditation Teams.

#### Patient Safety

- Performs in a manner that enhances patient safety.
- Participates in and supports the region's Patient Safety Initiatives and Programs.
- Actively works to decrease the rate of adverse events by learning to anticipate and manage them, to reduce the likelihood and severity of their occurrence.
- Studies adverse events in detail and understand how they arise.
- Feeds this knowledge into the design of processes, professional practice and systems.
- Redesigns systems to make Southern Health-Santé Sud more resilient to the inherent risks, hazards and harms of "doing business".

#### Continuous Quality Improvement

- Participates in the region's Continuous Quality Improvement Program and Accreditation Program.

#### Environmental

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Prevention and Control Guidelines.
- Obeys all safety and health rules and follows recommended Safe Work Procedures.
- Co-operates with the Workplace Health & Safety Committee as necessary.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS).
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the Fire, Disaster and Evacuation Plan.
- Participates in the development of Safe Work Procedures.

#### Education/Inservice/Professional Development

- Collaborates with in-service education programs to identify, plan and facilitate implementation and evaluates orientation and staff development programs.
- Promotes the goals and objectives of educational programs established by the region.
- Maintains and updates knowledge of new developments in departmental areas through journal reviews, interest groups, lectures and committee work.
- Services as a resource to staff and other health care professionals.
- Maintains and updates professional and management skills through continuing education programs, literature reviews, interest groups and lectures.

- Maintains professional and management linkages/networks with peers.

#### Committee Participation

- Participates on appropriate committees as requested.
- Participates in regular staff meetings.

#### Communication

- Communicates with co-workers both individually and as a group to promote efficient operation and high morale.
- Communicates with co-workers in achieving efficient operation of the department/program.
- Communicates with co-workers in promoting inter-program, inter-departmental and regional operations.

#### General

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

### PERFORMANCE MEASUREMENTS

1. To be defined
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### QUALIFICATIONS

#### EDUCATION/CERTIFICATION:

- Baccalaureate Degree in Nursing or a suitable combination of education and experience related to this position
- Current professional registration/licensure as applicable

#### KNOWLEDGE REQUIRED:

- CRNM Regulated Health Care Professionals Act

#### EXPERIENCE REQUIRED:

- 5 years of professional experience in acute care

#### SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated leadership and supervisory ability
- Demonstrated written and oral communication skills
- Demonstrated experience in employee and labour relations
- Demonstrated experience in initiating changes and improvements, including skills in workplace re-engineering within a Continuous Quality Improvement (CQI) environment
- Demonstrated ability to prioritize in a changing environment
- Demonstrated sensitivity to the human and political dynamics of health care management
- Demonstrated strong organizational, decision making and problem solving skills
- Demonstrated ability to develop Policy, Procedures and Standard Guidelines

- Demonstrated ability to display independent judgment
  - Demonstrated ability to respect and promote a culturally diverse population
  - Demonstrated ability to respect and promote confidentiality
  - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
  - Proficiency of both official languages is essential for target and designated bilingual positions
  - Proficiency with Microsoft programs (Outlook, Word, Excel, Access and PowerPoint) and as well as internet applications and other information technology
  - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
  - Demonstrated ability to meet the physical and mental demands of the job
  - Good work and attendance record
  - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
  - All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
  - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00
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**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions
  - May work occasionally evenings and weekends as necessary
  - Will be required to travel to other regional facilities as the position duties may require
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**SALARY SCALE:**

As per Non Union Collective Agreement

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*