



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Manager, Clinical Initiatives Mentorship	<b>DEPARTMENT:</b>	Staff Development, Infection & Prevention & Control
<b>CLASSIFICATION:</b>	Management	<b>APPROVED BY:</b>	Regional Lead - Acute Care & Chief Nursing Officer
<b>UNION:</b>	Out of Scope	<b>DATE APPROVED:</b>	August 2024

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director, Health Services – Staff Development, Infection Prevention & Control

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

In collaboration with Staff Development, Human Resources and Clinical Site/Program Leads, the Manager, Clinical Initiatives & Mentorship is responsible for the development, coordination, implementation, evaluation and operation of Staff Development and Clinical Education initiatives throughout Southern Health-Santé Sud to ensure legislated, standards and accreditation deliverables are achieved in the area of regional orientation, staff development, education and mentorship.

The position oversees regional orientation programming, clinical and learning software, and student placement and mentorship activities across the region and liaises with Southern Health-Santé Sud sites, managers, and program leads, along with external educational institutions to optimize educational opportunities for staff and practicum students from all disciplines.

The responsibilities of the Manager encompass the domains of management and leadership, planning, organizing, program development, communication, resource management (fiscal and human), policy development, advancement of knowledge and continuous quality improvement; all in keeping with relevant evidence informed practices, professional standards, and codes of ethics.

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:

### **Program Development, Coordination and Consultation**

- Ensures the level of education delivered is in accordance with Accreditation Canada, Manitoba Health Legislated Standards, Professional Standards of Practice, and professional legislation.
- Coordinates and prioritizes work and program development to achieve efficient and effective outcomes.
- Demonstrates leadership and fosters a collaborative approach to staff empowerment through quality improvement methodologies such as LEAN, risk management, best practice and utilization of statistical information.
- Identifies and coordinates educational and professional development of staff on a collective and individual basis in alignment with regional strategies.
- Participates in committees/teams/workgroups where there is linkage to Staff Development, Infection Prevention and Control, innovation and knowledge transfer, Student Placement, or Mentorship.
- Consults and participates with applicable stakeholders in the development of new training, education and resource plans and revisions of existing education programs/systems.
- Identifies the need for revised policies and procedures in the assigned areas and initiates necessary changes, in collaboration with the Director, Health Services - Staff Development, Infection Prevention & Control.
- Monitors and reports on statistics and audits to meet program, regional and provincial requirements.

### **Clinical Initiatives**

- Demonstrates creativity, adaptability and critical thinking skills in order to influence and sustain change and a positive work environment.
- Uses an evidence-based, data-driven approach to inform clinical innovation and continuous quality improvement
- Collaborates across clinical and non-clinical teams to gain buy-in and implement key clinical innovation initiatives using change management principles.
- Guides implementation in partnership with key stakeholders and leadership using project management principles.

### **Student Placement/Recruitment**

- Oversees the student placement program in Southern Health-Santé Sud with the use of the Health Sciences Placement Network (HSPNet) system.
- Facilitates the coordination of student placements in the region and collaborates with the appropriate directors/ managers/ destination coordinators.
- Supervises support staff assigned to administer the HSPNet system.
- Develops education resources for students and regional stakeholders pertaining to student placements.
- Advocates for practicum opportunities within the region for all disciplines with the assistance of assigned destination coordinators at the sites.
- Liaises with universities, colleges and government bodies to secure practicum sites within the region for all disciplines.
- Monitors and reports placement statistics to senior leadership.

### **Staff Supervision**

- Assists with the recruitment, orientation, development and assessment of staff, including clinical performance and professional conduct.
- Participates in interviewing, selecting and hiring competent and proficient staff.
- Provides administrative and clinical supervision, and assigns staff to project work based on regional priorities and areas of expertise.
- Assists with the approval and submission of scheduling and payroll documents, and authorizes and awards overtime as per collective agreement direction.

### **Mentorship**

- Oversees the regional mentorship program and supports mentorship initiatives.
- Develops, delivers, maintains and evaluates mentorship training and resources.
- Assists with the selection of mentorship pairs in collaboration with managers/ supervisors.

- Assists new graduates in their development, both professional and clinical.
- Facilitates professional development and educational opportunities for staff.
- Coaches, advises and supports staff and students in achievement of professional goals.
- Reports to senior leadership on the efficacy of the mentorship program.

#### **Leadership**

- Promotes leadership development for employees within the region using the LEADS framework.
- Facilitates a positive work environment through an empowered model of professional practice.
- Acts as a resource to staff in clinical decision-making utilizing professional frameworks and appropriate resources.
- Exercises the appropriate level of initiative and independent judgment in determining work priorities, and action to be taken on unusual matters.

#### **General**

- Maintains current practicing registration with applicable professional body and memberships in professional organizations related to area of specialization.
- Carries out professional activities in a self-directed responsible manner, which reflects legal, ethical and practice standards.
- Participates in continuous learning and personal development activities.
- 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.

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**

- In accordance with the regional performance review guidelines.

#### **QUALIFICATIONS**

##### **EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in Nursing (Masters preferred) or other related education.
- Active Practice Registration with respective professional association.
- Specialized Certification in Nursing, Adult Education, Online Learning, Healthcare Administration, Informatics and Clinical Innovation, or relevant experience in these areas is an asset.
- Healthcare Management and/or Healthcare Leadership Certification an asset.
- LEADS Framework Facilitator certification an asset.
- Education in Change Management and Project Management an asset.

##### **KNOWLEDGE REQUIRED:**

- Comprehensive knowledge of current theory, practice and research in relation to staff development, clinical education, online learning, and up-to-date clinical systems as applicable.
- Proficiency in Microsoft Office applications, email, web-based applications, and virtual meeting/training software.

##### **EXPERIENCE REQUIRED:**

- Minimum of five (5) years health-care experience with demonstrated competency in a variety of settings.
- Minimum of five (5) years experience in clinical and/or adult education.
- A minimum of two (2) years experience in management and leadership.

- Experience leading program level and regional scale change management or clinical projects.
- Experience working with technology, clinical software and online platforms to enhance learning outcomes for staff or students.
- Experience developing curriculum and use of online learning management systems (LMS) to deliver education.
- Experience using Human Resource (HR) competency tracking software (QHR).
- Experience coordinating student placements and familiarity with HSPnet software an asset.

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated leadership and management abilities.
- Demonstrated knowledge of program planning, development and evaluation.
- Demonstrated ability to lead projects and adhere to timelines.
- Demonstrated written and oral communication skills.
- Demonstrated computer literacy in software programs.
- Demonstrated organizational, decision making and problem-solving skills.
- 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.
- 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.

**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.
- Job is primarily in an office environment.
- Must be able to handle competing demands in a time sensitive environment and prioritize in high stress situations.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities.

**SALARY SCALE:**

As Per Non-Union/Management Compensation Package.

*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.*