

## POSITION DESCRIPTION

**POSITION TITLE:** Regional Coordinator - Patient Safety    **DEPARTMENT:** Quality, Planning & Performance

**CLASSIFICATION:** Program Coordinator NU    **APPROVED BY:** Regional Lead – Corporate Services & Chief Financial Officer

**UNION:** Non-Union    **DATE APPROVED:** Oct 26, 2023

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Regional Lead – Quality, Planning & Performance

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Reporting to the Regional Lead – Quality, Planning & Performance, the Regional Coordinator - Patient Safety promotes a 'Culture of Safety' in the organization with an emphasis on process improvement, rather than casting blame. The incumbent works collaboratively with staff, physicians, patients/residents/clients/families, and other stakeholders to improve safe health care for all. Conducting prospective and retrospective analysis in collaboration with other multidisciplinary teams to provide recommendations/suggestions for healthcare improvements including monitoring, sharing and learning from safety events.

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:

- Leads Critical Incident reviews utilizing the Canadian Incident Analysis Framework.
- Submits Critical Incidents and Critical Occurrence reports to Manitoba Health in accordance with legislated requirements.
- Investigates potential Critical Incidents (CI), Critical Occurrences (CO), Occurrences and Near Misses to determine if an event meets the legislative definition of a Critical Incident/Critical Occurrence.
- Monitors and tracks Critical Incident/Critical Occurrence log including all Critical Incident recommendations/suggestions.
- Works with the Decision Support Analyst on the annual regional safety event report.
- Works with Senior Leadership Team to ensure that Critical Incident recommendations and suggestions are fully implemented, and prepares a quarterly update report to Senior Leadership Team, Board of Directors and Manitoba Health.

- Creates and maintains monthly reports consistent with mandatory reporting of Serious Adverse Drug Reactions/Medical Device Incidents to Health Canada.
- Manages, monitors and creates monthly reports for all recalls and alerts.
- Leads and coordinates a prospective analysis (looking forward) on an annual basis.
- Participates on regional and provincial patient safety and quality related committees, as required.
- Provides patient safety and/or quality improvement education for the purpose of promoting a culture of safety and improvement within the region to students, staff, physicians, patients, residents, clients, families and the public.
- Updates and implements regional policies specific to patient safety.
- Acts as a resource and provides supports to sites/programs on matters related to patient safety.
- Contributes to making the organization safe for patients/residents/clients/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. In accordance with the regional performance review guidelines.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in Nursing or a suitable combination of education and experience.
- Post-graduate degree in a health-related field would be an asset.
- Additional education in the area of Patient Safety would be an asset.
- Current or eligible registration with applicable professional licensing body.

### **KNOWLEDGE REQUIRED:**

- Knowledge of critical incidents investigative methodologies would be an asset.
- Knowledge of prospective risk assessment methodologies would be an asset.
- Knowledge of current patient safety initiatives would be an asset.
- Knowledge and proficiency utilizing Microsoft Office Programs.

### **EXPERIENCE REQUIRED:**

- Minimum of five (5) years of professional experience in a clinical health care setting.

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

- Demonstrated commitment to patient safety.
- Demonstrated ability to effectively manage workload by establishing priorities.
- Demonstrated high level of oral and written communication skills.

- Demonstrated strong interpersonal, decision making and effective organizational skills.
  - Demonstrated ability to work in a team environment along with ability to work independently with minimal supervision in a multi-tasking environment.
  - Demonstrated facilitation skills to conduct interviews and ability to present to a variety of audiences.
  - 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.
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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 within the region as the position duties may require.
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**SALARY SCALE:**

As per Non-Union Salary Scale.

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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.*