



POSITION DESCRIPTION

POSITION TITLE: Staff Development Coordinator **DEPARTMENT:** Staff Development, Infection Prevention & Control

CLASSIFICATION: Staff Development Coordinator **APPROVED BY:** Regional Lead - Acute Care & Chief Nursing Officer

UNION: MGEU Technical Professional **DATE APPROVED:** August 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Regional Coordinator – Staff Development is responsible for the coordination and facilitation of staff development programs for Community Mental Health, Public Health-Healthy Living, Primary Care and Home Care Program employees of Southern Health-Santé Sud. This role also advances, develops & maintains eLearning innovation and technology for the whole region.

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.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

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

- In collaboration and consultation with the program leadership, assesses, plans, establishes and evaluates continuing education programs within the various community services programs.
- Assists with the development and delivery of orientation programs for all new hires.
- Develops program specific orientation sessions as applicable.
- Assists in the development of staff education using various delivery options, including classroom/in person learning and virtual/eLearning.
- Incorporate principles of adult education into delivery of programs.

- Liaises and collaborates with Clinical Education Facilitators and other members of Staff Development, Infection Prevention & Control Team as needed.
- Ensures training is made available to support employees in acquiring/maintaining proficiency in the basic skills/abilities/knowledge for specific program needs.
- Plans and distributes educational and orientation information on program resources, continuing education in-services and conferences according to identified needs.
- Facilitates and instructs education including, but not limited to, Workplace Safety & Health, Violence Prevention Program and Safe Food Handling in the community.
- Participates in continuous quality improvement, accreditation and risk management programs.
- Participates in the tracking, recording and reporting of staff education initiatives and activities.
- Identifies areas requiring development of policy and procedure, provides input into their development and ensures communication and education of newly written and revised procedures to employees.
- Maintains confidentiality of all client and employee information in accordance with the Personal Health Information Act (PHIA).
- Establishes and maintains an effective communication process with community program leadership and other regional stakeholders.
- Maintains and updates professional skills and knowledge base through education programs, literature reviews, publications and presentations.
- 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:

- Certificate in Adult Education or equivalent combination of education and experience
- Certificate in computer technology or equivalent combination of education and experience

KNOWLEDGE REQUIRED:

- Demonstrated knowledge of principles of adult education and teaching and learning strategies
- Demonstrated knowledge of innovative computer technology and eLearning solutions
- Knowledge of all relevant legislation and standards

EXPERIENCE REQUIRED:

- Minimum 2 years recent experience in the coordination, facilitation and delivery of education programming
- Staff Development/adult education experience in a Health Care setting is an asset
- Experience working with a Learning Management System (LMS) and electronic learning technology including Creative Cloud software, Articulate software and Microsoft systems
- Experience facilitating or leading special projects and initiatives

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to instruct in a classroom and/or online environment
- Demonstrated ability to edit audio/video and create interactive learning packages with eLearning Software
- Demonstrated written and oral communication skills
- Competency with Windows based programs (Microsoft Word, Excel, PowerPoint, Outlook and Teams)
- Demonstrated leadership ability
- Demonstrated ability 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
- Sensitivity to the human and political dynamics of health care management
- Strong organizational, decision making and problem-solving skills
- Demonstrated ability to develop policy & procedures
- 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
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE:

As per Collective Agreement

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.