



Officer-in-Charge, Central Clinical Support - 1 position

Posting #: 45462

Central Clinical Support Management

Posting Date: July 29, 2021

Parkwood Institute Mental Health Care - London, ON

Submission Deadline: August 04, 2021

Regular Part Time

Christine Davison, Human Resources

Non-Union

\*\*\* REPOSTED \*\*\*

Note: This position supports Parkwood Institute Mental Health Care in London and Southwest Centre for Forensic Mental Health Care in St. Thomas.

In this key role of after-hours Officer In Charge (OIC) you are the administrative leadership on site after hours. You will provide front-line collaborative leadership and be responsible for ensuring the effective operation of the Parkwood Institute Mental Health Care and Southwest Centre for Forensic Mental Health Care facilities during the afternoon, night, weekend and holiday shifts. This hospital wide supervisory role ensures the safe, utilization of systems, protocols and resources in the delivery of inter-professional care to patients. Your role will oversee responsibility for resource allocation and utilization, patient access and flow planning, risk management, and the promotion of recovery and rehabilitation principles and initiatives.

In addition, your responsibilities include communicating as necessary with the Administrator On-Call and the Senior Leadership Team related to the escalation of bed management plans, and crisis management.

Responsibilities include:

- Assumes a leadership role and takes appropriate action in emergency situations that may arise in the Hospital; adhering to Hospital protocols and procedures as outlined in the emergency measures manual in these situations (i.e. emergency situations, code blue, code red, etc.) and follows up as appropriate.
- Provides administrative supervision and support to all staff, patients and families during your scheduled shifts
- Leads to resolve any issues or complaints that arise during the shift
- Maintain a strong line of communication with appropriate Program Coordinators/Directors/Physician Leaders for clinical and non-clinical issues; including the provision of shift-based documentation to ensure continuity
- Addresses patient/family concerns and facilitates resolutions as appropriate.
- Completes safety walkabouts on the patient care units in conjunction with staff and take action to address issues identified.
- Manages access to safe clinical equipment through regular safety checks and coordinate availability and documentation of clinical supplies and equipment.
- Monitors attendance of all staff, documents sick and absent calls and arrange for replacement staff.
- Ensure compliance with all legislated requirements, professional, and accreditation standards for care and safety of staff and patients.
- Leads or participates in projects, committees, working groups or councils pertaining to strategic and operational significance as required

#### Essential Qualifications

- A university degree in Nursing (BScN) from an accredited university
- Member in good standing with the College of Nurses of Ontario
- Knowledge of standards of practice and applicable health care legislations
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability and commitment to act as a supervisor under OHSA

- Familiarity with collective agreements and applicable legislation pertaining to a hospital environment
- Experience in a mental health setting is preferred
- Expert problem-solving, dispute resolution and communication skills
- Demonstrated excellent leadership skills
- Excellent organizational, interpersonal and team building skills
- Availability to work days, weekends, evenings, nights and statutory holidays
- Ability to work without supervision and in a dynamic fashion in order to meet hospital needs
- Knowledge of community resources is an asset
- Strong computer skills as well as the ability and willingness to learn software programs relating to the role

#### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties.

#### Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*