



Medical Affairs Education Specialist, Medical Affairs - 1 position

Posting #: 52175

Medical Affairs

Posting Date: December 07, 2023

St. Joseph's Hospital - London, ON

Submission Deadline: January 02, 2024

Full Time

Jennifer Pasichnyk, Human Resources

Non-Union

Medical Affairs is responsible for the administrative oversight of the medical, dental and midwifery staff (ie. credentialed professional staff) and medical learners and acts as a professional affairs body and strategic partner to these stakeholders and the organization. We are currently seeking a highly motivated individual to join our new Medical Affairs Team to bring their extensive knowledge and expertise of support and service to our medical learners and credentialed professional staff at St. Joseph's Health Care London. In this position you will have the exciting opportunity to help us develop, implement, and maintain an innovative and strategic approach to Medical Affairs that will meet the current and future needs of St. Joseph's London.

Reporting to the Coordinator, Medical Affairs & Credentialing, the Medical Affairs Education Specialist will play a significant role in overseeing the orientation, onboarding and educational needs of our credentialed professional staff, residents, medical students as well as helping to coordinate required new learning opportunities. You will play an essential role in liaising with our educational partners, collaborating in learning projects, perform various administrative tasks, and coordinate educational activities for our professional staff, medical learners, and associates. If you are someone who thrives in an environment of exciting change, has strong interpersonal skills and is willing to take on new challenges, this is the role you've been looking for.

KEY DUTIES AND RESPONSIBILITIES:

- Oversee, coordinate and support of onboarding processes, addressing questions or concerns that may arise from both medical trainees/learners that includes verification of learning credentials received from our academic partners up to the provision of orientation to ensure a smooth transition into their educational experience at St. Joseph's London.
- Coordinates and facilitates orientation for new professional staff hires in collaboration with Credentialing Associate; this will involve coordinating with various departments/stakeholders to ensure that all relevant topics are covered
- Provides input to the Medical Leader or preceptors on new learner performance reviews and advises the Leader of any emerging concerns
- Serves as co-administrator and oversees development and maintenance of onboarding systems, processes, procedures and learning management system utilized by the Hospital
- Monitor and audit compliance and completion of learning requirements as well as ensure accurate reports are run based on identified learning metrics from the LMS and provide data to leadership as required.
- Assist Coordinator and Medical Affairs team to ensure the best practices of quality improvement are continuously introduced, adopted, and updated to drive department wide quality, efficiency, and effectiveness
- Participate in and lead development of new curricula and review/revision of existing curricula in all educational programs.
- Monitor and facilitate the progress of projects through appropriate project management tools.
- Assist with the preparation of presentations and publications.
- Prepare reports as requested.
- Liaise, participate on, and contribute to relevant committees of PGME; participate in and contribute and report during PGME team meeting -LHSC/Schulich/LEW/PARO
- Facilitates process improvement aspects of the relations/education portfolio
- The continuous development and enhancement of medical learner information systems for purposes of integrating all components of learner onboarding, registration, scheduling, and data analysis, as well as for purposes of funding and reporting mechanisms.

Essential Qualifications

- College Diploma in Office Administration, health discipline, or diploma in Human Resources Management, Financial Management, or related field
- 3-5 years of related experience with learners in healthcare/academic environment, project management, or human resources.
- Demonstration of strong competencies in the areas of interpersonal skills, personal effectiveness and collaborative relationship-building abilities
- Must have excellent customer service skills and communication skills, verbal and written;
- Ability to work independently as well as collaboratively within a team environment;
- Strong creative thinking, problem-solving skills and results-driven
- Experience working in an academic environment with a proven track record of complex data analysis skills
- Knowledge regarding Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada educational training requirements, policies, and procedures;
- Understanding of the terms and conditions of employment and benefit entitlements of the PARO Collective Agreement;
- Demonstrated ability to facilitate multiple projects with competing demands and tight deadlines while paying attention to detail and maintaining a high degree of accuracy;
- Ability to adapt to a changing environment;
- Effective exercising of judgment, tact, diplomacy, discretion, and confidentiality; personal integrity;
- Cultural sensitivity including the ability to communicate effectively with individuals from various cultural backgrounds;
- Proven proficiency in all MS 365 office suite applications, including Word, Excel, Teams, Powerpoint, Forms and other applications including databases.
- Project Management Professional (PMP) is an asset
- Certification in adult education/training and development (or equivalent) is an asset

Preferred Qualifications

- Proficiency in French would be an asset

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 may engage in roles related to teaching and/or research activities in addition to any of your duties.

Immunization Requirements

- Provide documentation you have received two doses of the COVID-19 vaccine (primary series, boosters and/or XBB)
- OR one dose of XBB vaccine at least 14 days prior to the start date.
- 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.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*