



COLLEGE OF
PHYSICIANS & SURGEONS
OF NOVA SCOTIA



OPPORTUNITY BRIEF



PROGRAM MANAGER, WELCOME COLLABORATIVE

SEARCH CONDUCTED BY
PLACEMAKING 4G



STATEMENT OF INTENTION

The College of Physicians & Surgeons of Nova Scotia (The College) knows that building a diverse and inclusive workforce is a continuous journey of commitment and intentional practice. The College is striving to create a work environment of belonging that fairly represents the communities it serves.

We invite all interested individuals to apply and encourage applications from Indigenous, African Nova Scotian, Black and other racialized individuals, as well as People with Disabilities and those with diverse sexual orientations, gender identities, and expressions. Preference will be given to candidates who self-identify with any of these historically excluded groups. We encourage you to self-identify in your cover letter or resume and to share your pronouns. The College is committed to ensuring that applicants with disabilities receive necessary accommodations at any stage of the hiring process.

ABOUT US

The College of Physicians and Surgeons of Nova Scotia (the College) serves the public by regulating the province's medical profession in accordance with the Nova Scotia Medical Act and its regulations. Among other responsibilities, the College licenses physicians to practise medicine, supports high standards of medical practice, and investigates complaints about physicians.

Mission:

to serve the public by effectively regulating the medical profession.

Vision:

to be a respected leader that protects the public while supporting the medical profession.





The Welcome Collaborative

The Welcome Collaborative is a new orientation program designed to help physicians who have trained outside of Canada and issued a Defined licence, to integrate successfully into the Nova Scotian healthcare system.

The Welcome Collaborative developed by the College of Physicians and Surgeons of Nova Scotia will help welcome and settle 140 doctors trained outside of Canada over the next three years. The orientation program aims to address gaps in the onboarding experience of these newly licensed physicians.

Strategic Themes

ACCESS TO HEALTHCARE

We support improved access to healthcare through leadership, collaboration, and flexibility.

ANTI-RACISM

We work to ensure the College is a culturally competent, respectful, safe, and humble organization for all.

THIS MOMENT, THIS POSITION

The College is seeking a Program Manager, Welcome Collaborative to join their growing team.

This socially conscious leader will manage the effective implementation of the Welcome Collaborative – Physician Orientation Program and will report to the Director, Physician Performance Department.

This opportunity requires sound leadership, a high degree of accountability, integrity and an appetite for continuous improvement. The ideal candidate conducts themselves honestly and ethically and can be an effective communicator and ambassador representing the College.



POSITION RESPONSIBILITIES

Manage the operational aspects of the Welcome Collaborative (WC) Program:

- Develop annual program delivery plans and forecast the timing and number of WC sessions to be delivered annually.
- Manage and work collaboratively with the WC Administrative Assistant.
- Provide regular updates on program performance metrics through regular reporting for Labour, Skills and Innovation (LSI) funding.
- Oversee data collection necessary for program reporting, quality assurance and validation.
- Liaise with the WC Internal Working Group representatives to develop effective on-line and electronic methods for essential evaluation functions.
- Provide weekly updates to the Director, Physician Performance Department.

Lead the design and implementation of curriculum in consultation with the WC Advisory Council:

- Ensure that program delivery tools and methods are current and conform to best practices by keeping abreast of educational developments and consulting with partner organizations.
- Ensure that program materials and orientation sessions are built with leading practices in equity, diversity and inclusion.
- Track trends, provide analysis and summarize key trends with recommendations for program implementation improvements.
- Prepare status reports, program evaluation results and curriculum updates for the Advisory Council.

Identify community and cultural competency supports:

- Identify and validate supports needed and determine existing resources and gaps.
- Develop community supports framework and related outreach to communities.
- Develop cultural competency/safety curriculum.

Develop and implement policies and procedures specific to the smooth operation of the WC Program:

- Identify, develop and track policies and procedures necessary for the continued implementation of the program.

Manage program finances and contracts:

- In consultation with the Director of Physician Performance, plan and manage the program budgets.
- Review and approve program invoices.
- Communicate and plan for spending variances and monitor and forecast departmental spending.
- Establish and maintain contracts with outside service providers and consultants necessary to the development, operation and validation of the program.
- Prepare the annual budget projections for the program.

POSITION RESPONSIBILITIES CONT'D

Lead the development and implementation of program evaluation and quality improvement activities related to the WC program:

- Oversee program evaluation outcomes and lead program quality improvement initiatives related to the results.

Communications:

- Deliver presentations on behalf of the program.
- When required, travel to the various health authority zones to meet and consult with key stakeholders.
- Prepare narrative program descriptions and updates for the programs Learning Management System and College website.

Monitor emerging trends in physician orientation programs:

- Represent the program at conferences and workshops.
- Foster collaborative working relationships nationally and regionally to the benefit of the Physician Performance Department.

Human Resources Management:

- Participate in interviewing and hiring of new departmental employees.
- Conduct performance evaluations and provide ongoing coaching and mentoring to staff.

Other responsibilities :

- Participate in continuous quality initiatives and on internal committees as appropriate.
- Provides friendly and professional service at all times.

EDUCATION AND EXPERIENCE

- Education in data analytics, program development/evaluation or business management
- Cross-cultural Management and understanding
- A minimum of five years relevant experience or an equivalent combination of education and experience sufficient to successfully perform the job as described

Technical Skills/Computer Experience:

- Microsoft Office 365
- Adobe Acrobat

The College invites all qualified candidates to apply, and takes into consideration post-secondary education, professional accreditation, years of professional experience, as well as lived experience relevant to the position.

There is some travel associated with this position (within and out of province). Must hold a valid driver's license.



The Ideal Candidate:

Is an **effective change agent** and **thoughtful people-leader** who sets a personal example of leadership by modelling commitment and setting standards for professional behaviour and collaboration. They are committed to holding protection of the public as the foremost mandate of the College.

They **naturally encourage** the contributions of their colleagues while striving to build and maintain strong relationships. They **see the big, long-range picture** and maintain a team-wide vision. They are a **strategic thinker** who can **anticipate and identify risks**. When encountering a problem, they can take a solution oriented approach, seeking creative and logical ways to improve processes and outcomes with an equity lens.

They are a **flexible and pro-active guide** who is open to **continuous improvement and problem-solving**. They can comfortably establish and communicate priorities.

They are **logical and ethical** and apply a solutions-oriented approach to challenges that arise. This ideal candidate **exercises foresight and adaptability** when met with challenges. They hold core values of **respect, accountability, adaptability and integrity**.

THE PACKAGE

This position is funded for 3 years with the intention to extend.

Benefits:

The College supports a healthy work-life balance. We offer a competitive salary and comprehensive benefits package, including health and dental benefits, life insurance, pension plan, a health and wellness allowance, educational assistance, and professional development opportunities.

Location: Bedford, Nova Scotia (Hybrid Work Arrangement)

The College of Physicians & Surgeons of Nova Scotia has a mandatory COVID-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19. Proof of vaccination is a condition of employment. Successful applicants who are unable to be fully vaccinated based on a protected characteristic as defined in the Nova Scotia Human Rights Act or for a valid medical exemption, must immediately advise the Lead P4G Placemaker of their request for accommodation.



What to Expect

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone discovery call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you as a human.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 College representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

Application Details

Apply now by
[Clicking Here!](#)

Applications will be accepted until February 27, 2023.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic, be yourself.