

JOB POSTING

POSITION: Project Coordinator, Provider Education Program

POSITION DESCRIPTION:

The Lung Association's Provider Education Program provides accredited workshops and tools geared to family physicians and allied health professionals to educate about and improve the diagnosis and management of respiratory diseases. The Project Coordinator, Provider Education Program (PEP) is responsible for coordinating the development, dissemination, implementation and revision of the PEP workshops, programs and materials in consultation with the Program Manager. The position is based in the Provincial Office in Toronto; however, programs are delivered throughout the Province of Ontario. Reporting to the Manager, Provider Education Program and working in consultation with the PEP Steering Committee, this position is an integral part of the Respiratory Health Programs area and works closely with other CRE's and program staff in the Provincial Programs Department.

KEY RESPONSIBILITIES:

Development

- Assist with the development and maintenance of PEP workshop materials on Asthma, COPD and Spirometry in accordance with the Canadian Asthma Consensus Guidelines, CTS COPD Guidelines and ATS/ERS Guidelines for Spirometry;
- Coordinate program accreditation through the College of Family Physicians of Canada (CFPC), Ontario Thoracic Society(OTS) and Ontario Respiratory Care Society(ORCS);
- Assist with the updating of the PEP website, in order to provide central access to the PEP materials and updates;

Dissemination and Implementation

- Co-ordinate and contribute to the curriculum development, implementation and evaluation of educational programs and projects as determined by the PEP workplan. Includes province-wide workshops, web-based CME, Ontario Telemedicine Network (OTN) etc;
- Identify respiratory learning needs and propose solutions to issues identified by sites/ participants during the dissemination and implementation phases;
- Maintain and update literature review of educational interventions and effective implementation strategies designed to increase health professionals' knowledge and understanding in accordance with evidence-based practice;
- Coordinate PEP participation in conferences through booths, workshops and presentations;

Collaboration, Communication and Linkages

- Participate as a member of the PEP Committee and Expert Content Working Groups as assigned;
- Assist with program registration and updating the PEP registration data base;
- Participate in PEP related meetings within the Asthma Plan of Action Programs and external stakeholders as indicated;

Collaboration, Communication and Linkages (cont'd)

- Organize and coordinate educational workshops and programs for the medical community to increase their knowledge of, and compliance with, the asthma guidelines. Collaborate with PCAP coordinators, FHT leads, Physician CME leads and venues;
- Recruit and develop guest speakers and facilitators. Review program curriculum and format;
- Contribute to the evaluation process for the program, including coding of data, maintaining the program database and correspondence with the statistician for program outcomes according to research protocol;
- Contribute to the program proposals and reports. Report on progress, workshop attendance and outcomes of the project by written reports to the Ontario Lung Association, Ontario Thoracic Society and the Ministry of Health and Long Term Care;
- Support the program promotional strategies; includes on and off-line marketing;
- Collaborate with Lung Association staff and other stakeholders as indicated;
- Other duties as assigned.

EXPERIENCE and SKILLS:

- Must be a Health Care Professional in good standing;
- Certified Respiratory Educator preferred;
- Demonstrated skills in applying adult and pediatric education principles;
- Demonstrated knowledge in the continuum of health care and the Chronic Disease Prevention Model;
- Demonstrated skills in project and program coordination;
- Demonstrated skills in online learning technology
- Demonstrated excellence in written, verbal and presentation communication skills and effective listening skills;
- Receptive to new ideas, flexibility;
- Demonstrated excellence in interpersonal relationships (professional, innovative, approachable);
- Demonstrated organizational and problem solving skills;
- Demonstrated excellence in critical thinking skills;
- Demonstrated ability to handle multiple priorities, meet deadlines and operate within a budget;
- Must possess excellent computer skills – experience with Microsoft Office programs such as Outlook, Power Point, Word, etc.;
- Must be able to work in the Toronto office and travel regularly within Ontario;
- Must have a valid driver's license and use of a personal vehicle.

TERM of CONTRACT:

- Full time contract, initially to March 31, 2011; thereafter renewable annually.
- Location is within The Lung Association, Provincial Office, 573 King Street East, Toronto, Ontario.

For further information, interested parties may contact Dilshad Moosa, Manager, Provider Education Program, by e-mail at moosad@on.lung.ca; telephone: (416) 864-9911 X 272

Résumés and cover letters including salary expectations should be sent by November 15, 2009, to Leslie Olsen, Director of Human Resources by e-mail at olsen@on.lung.ca or fax: (416) 864-9916.