

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Temporary Full Time (1-year) opportunity as an **Administrative Director (Competition #2.19)** exists in the Toronto Academic Pain Medicine Institute, reporting to the Executive Vice President of Patient Care and Ambulatory Innovation. The Toronto Academic Pain Medicine Institute (TAPMI) is a collaborative initiative between Women's College Hospital, Mount Sinai, St. Michael's Hospital, University Health Network, CAMH, and the University of Toronto to create access to resources for pain management in a virtual hub. The Director, TAPMI, will integrate existing resources to develop strategic plans, build the program and evaluate its ongoing impact and value. The ideal candidate for this role will be a dynamic self-starter with the ability to think strategically, motivate and inspire a team and follow through on long-term goals.

## Summary of Duties, but not limited to:

- In collaboration with partner sites and the Medical Director understands and implements long term strategic plans for TAPMI, including staffing, resources, program goals and evaluation
- Develops and implements the multi-disciplinary model of care for pain services at WCH
- Develops program milestones and plans related activities to ensure successful completion of established deliverables
- Develops virtual care solutions that address TAPMI program pressures (e.g. wait times)
- Establish multi-site Information Systems for effective patient management
- In collaboration with program partners, develops all TAPMI patient education materials, patient care plans and staff training tools and resources
- Operationalizes goals, objectives and strategic vision of the program at WCH, and guides operationalization of the strategy at partner sites
- Attends to staffing and patient relations issues at WCH
- Responsible for program budget and appropriate allocation of funds, and maintains oversight of overall program funds
- Recruits and trains all TAPMI positions based at WCH; participates in recruitment processes at partner sites as required
- Collaborate with team members and partner sites to develop and implement ongoing quality improvement strategies
- Collaborate on research activities and identifying research opportunities
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care

The responsibilities described above are representative and are not to be construed as all-inclusive.

## Qualifications/Skills:

- Undergraduate degree required; Master's degree preferred
- 5 to 7 years progressively responsible related experience in a health field
- Minimum 3 years' experience in a supervisory or management role
- Experience in chronic care or pain management; regulated health professional preferred
- Superior interpersonal skills with the desire to build and maintain positive relationships
- Experience mentoring and coaching direct reports, with ability
- Excellent organizational, problem solving and decision making skills

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- Ability to persuade, influence and gain consensus across all levels, within and external to the organization
- Knowledge of the provincial health care system
- Proven experience successfully managing budgets
- Good work and attendance record required
- Demonstrated WCH vision mission and values
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: January 2, 2019**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.19)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*