

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 (approximately two years)** opportunity as an **Administrative Assistant I (Competition #115.19)** exists in the Department of Medicine, reporting to the Business Manager and functionally to the Dermatology Program Director (PD). The Administrative Assistant provides administrative program support to the dermatology residency and fellowship programs at Women's College and the University of Toronto, Department of Medicine (DoM). Occasional evening or early morning hours will be required as well as travel within the acute care hospital sites for meetings.

Summary of Duties, but not limited to:

- Ensures efficient operation of the office; develops, organizes and maintains electronic and paper information filing/retrieval methods, systems or formats; the production of complex documents/materials
- Assists with the planning and implementation of program priorities by developing standardized procedures and ensuring program deadlines and deliverables are achieved
- Coordinates program communications in collaboration with the Program Directors
- Supports Program Directors to monitor and complete 6-month evaluations and and year end reports for sponsored trainees
- Prepares annual rotation and call schedules for residents
- Provides program information to residents
- Coordinates orientation and support to new in-coming trainees
- Coordinates all aspects of elective appointments for external (non-UofT) trainees
- Processes elective requests for the UofT Residents to external non-UofT Residency Training Programs.
- Coordinates elective ITERs for non-UofT elective requests.
- Creates, organizes and maintains Academic Half Day and journal club schedules.
- Organizes the nomination process for resident research and teaching awards.
- Supports reappointment process for Dermatology residents on an annual basis
- Supports the Program Director and coordinates all aspects of the application and interview process for the Canadian Residents Matching Service (CaRMS)
- Prepares the annual rotation and coordinating elective and vacation requests
- Maintains post-graduate training records including personal and program data
- Maintains POWER system information re. faculty, teachers, residents, fellows, monthly updates on resident evaluators, rotation schedule changes
- Provides logistical support for Residency Program Committee and ancillary committees including preparing agenda and maintaining minutes
- Provides logistical support for written and oral internal exams
- Coordinates all activities for Royal College reviews, internal program reviews and accreditation reviews
- Maintains residency program requirements on the divisional websites and course curriculum on the dermatology website
- Supports the Program Director and faculty in all aspects of program-related scheduling events e.g. Research Day, Annual Resident Graduation Dinner, Resident Retreat and Welcome Breakfast etc.

EMPLOYMENT OPPORTUNITY

- Supports divisional and trainee educational, evaluation and accreditation events including: application for accreditation; booking venue; liaising with speaker; organizing travel and accommodation; ordering food, maintaining registration lists etc.

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:

- Post-secondary degree/diploma required or combination of relevant education/experience
- 2 to 5 years related experience in a hospital/academic/university environment an asset
- Proven experience coordinating postgraduate residency training programs an asset
- Demonstrated experience working with and supporting academic leaders and committees
- Must have excellent organizational and administrative skills with strong attention to detail
- Knowledge of health care, organizational/office practices, procedures and standards required
- Ability to produce high quality work in accordance with Hospital/University standards required
- Ability to maintain confidentiality required
- Well-developed skills in the Microsoft suite of products
- Knowledge of POWER and Quercus software an asset
- Exceptional communication and interpersonal skills, able to verbally communicate in an efficient manner
- 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: May 9, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

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.



EMPLOYMENT OPPORTUNITY