

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 **regular full-time** opportunity as an **Administrative Assistant II (Competition #61.19)** exists in Medical Affairs. Reporting directly to Chief of Staff, the Administrative Assistant II will play an integral role in administrative support and leadership to WCH Medical structures – including the Medical Affairs office, Medical Advisory Committee (MAC), MAC subcommittees and others as appropriate. This position acts as a liaison between stakeholders supporting the intake of Privileged Medical Staff; liaising with and supporting Privileged Medical Staff and Physician Leadership; and supporting and enhancing Medical Affairs administrative process. This will include preparing and/or creating various reports, policies and procedures and correspondence; preparing agendas, taking and preparing meeting minutes; assisting the Chief of Staff and Medical Affairs Lead with all Medical Affairs issues; leading the Physician credentialing process; and other duties as assigned. The Administrative Assistant II works effectively with internal and external stakeholders, to ensure that all program requirements are met. This position works independently with minimal supervision and exercises tact, discretion and diplomacy.

Summary of Duties, but not limited to:

- Organizes and supports the physician appointment and credentialing process for incoming physicians, annual reappointments and the maintenance of physician records relating to credentials
- Prepares necessary documents for observers and temporary privileges
- Ensures departments have needed information required to submit physician appointment requests
- Provides education as needed on the credentials process to Assistants and to Departmental Chiefs
- Maintains database of all appointments, resignations and appointment status changes and advises Departments of new and current appointments
- Responds to all enquiries regarding physician appointments
- Responsible for providing administrative support to WCH Medical structures – including Medical Affairs office, Medical Advisory Committee (MAC), MAC subcommittees and others as appropriate, this includes meeting coordination, taking minutes and maintenances of Committee records
- Provides administrative support for external reviews, search committees and hospital wide physician performance reviews
- Coordinates and schedules internal meetings; including the recording and distribution of minutes
- Manages electronic calendars
- Prepares and/or edits correspondence, prepares materials and presentations, proof reads, and coordinates printing
- Responds to phone, email and in person enquiries on behalf of the Chief of Staff and Medical Affairs Lead
- Provides personal administrative support to the Chief of Staff and Medical Affairs Lead, including but not limited to updating curriculum vitae, and preparing hospital, university and other reports
- Schedules and organizes Medical Director call schedule
- Coordinates various ad hoc projects relating to the above responsibilities as needed
- Liaises with Human Resources for organization of staff and physician long service recognition
- Facilitates and keeps up to date records of medical staff affairs, including but not limited to contracts, hospital and university appointments, evaluations, and other issues that arise from time to time
- Maintains professional communication with staff (physicians, residents, fellows, students, coworkers and management) and deals with urgencies and requests in a timely manner

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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 in Office Administration/Equivalent (or equivalent combination of education/experience)
- Minimum of 3 to 5 years of experience in medical administrative assistant role, preferably in an academic hospital setting
- Experience providing support to senior executive/administrators in a Hospital/Health care environment
- Experience with providing administrative support to committees including taking minutes
- Experience coordinating meetings and activities in a multi-site environment
- Exceptional communication and interpersonal skills, including the ability to concisely process, synthesize and verbally communicate in an efficient manner.
- Advanced skills in MS Office (Word, PowerPoint, Excel, Outlook)
- Experience with Visio, Cognos, Survey Monkey /Prezi, GoToMeeting preferred
- Experience with CMARS, preferred
- Must have initiative, diplomacy, tact and experience dealing with sensitive and confidential matters
- Exceptional organizational skills sufficient to prioritize and complete assignments and projects independently, while balancing competing needs and attending to detail
- Exceptional proof reading skills and attention to detail required
- Detail oriented, with the ability to work within strict timelines
- 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: March 6, 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.