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.

The **Women's College Hospital Institute for Health System Solutions and Virtual Care (WIHV)** aims to improve heath by working to develop, implement and evaluate innovations in clinical care and policy. Our philosophy is to engage and collaborate with all players in health care to deliver tangible solutions that improve the health system as a whole. Our goal is to inspire innovation and enable Ontario's most promising leaders to transform their ideas into practical, scalable solutions.

An exciting **regular full-time** opportunity as **Manager, Virtual Care (Competition #70.19)** exists in the **WCH Institute for Health System Solutions and Virtual Care (WIHV),** reporting to the Director.

<u>**Summary of Duties, but not limited to:**</u>

- Oversee and manage the Provincial Centre for Digital Health Evaluation (CDHE), which is housed at WIHV and includes the WIHV Virtual Care portfolio of projects and resources.
- Act as the primary liaison for the CDHE with over 30 partner organizations both provincially and nationally.
- Draft, negotiate and manage service contracts and scopes of work between the CDHE and partner organizations and clients of the CHDE services for WCH legal review and execution.
- Conduct all program management duties including:
  - Draft Virtual Care project plans in conjunction with WIHV and partner/stakeholder/client leadership, aligning with WCH policies and strategic objectives for review and approval by the Director.
  - Perform project management functions for Virtual Care projects and delegate project tasks as necessary to WIHV staff within the Virtual Care portfolio.
  - Develop, monitor and oversee CDHE and other virtual care project budgets including annual fiscal planning with WIHV leadership and maintenance of financial records for Virtual Care projects.
  - Supervise the approximately 10-20 Virtual Care staff at WIHV, including Research Assistants and Coordinators, Project Coordinators, summer students, and Innovation Fellows, along with Scientists where project deliverables are assigned to them.
  - Oversee the recruitment, hiring, retention and performance reviews of staff within the Virtual Care portfolio at WIHV.
  - Monitor progress on deliverables for all projects within the CDHE and virtual care program, including those assigned to WIHV scientists.
  - Manage program resources and individual project human resource assignments.
  - Develop required financial and status reports required by funders (e.g. MOHLTC) for approval by WCH Finance and WIHV Director.
- Engage in external stakeholder relations including:
  - Liaise with Ministries of Government and related agencies to ensure alignment with programs of the CDHE
  - Conduct stakeholder outreach to thought leaders, funders and impact investors, as well as industry partners, to gain their input/perspective on initiatives of the CDHE
  - Identify and foster strong working relationships with leaders from other innovation centres to enable collaboration and scale-up of WIHV virtual care projects.

- o Liaise with relevant stakeholders to assist WCH Legal, Finance and Procurement and provide accurate information for sub-contracts and service agreements.
  - o Liaise with private industry to implement proposed Virtual Care projects and innovations
- In collaboration with WCH Foundation, identify funding opportunities and act as Virtual Care program content expert to draft innovative funding proposals that align with the strategic goals of WIHV and the hospital.
- Search for new solutions for funding, awards, and bursaries to expand the mission of the unit and the research portfolio
- Assist with the development of multisite research proposals related to virtual care in close collaboration with partner research hospitals
- Act as primary point of contact for the CDHE both within WIHV and across internal departments of WCH.
- Review research grant applications for the Virtual Care program
- Liaise with WCRI to create new cost centres, receive funding, and oversee all payments and invoices.
- Plan, coordinate and supervise the staffing of research studies, including the work assignment of research support staff, in collaboration with other WIHV management.
- Supervise and collaborate with WIHV Innovation Fellows working on projects that are part of the CDHE mission.
- Participate and present regularly at internal and external seminars and conferences with input from other WIHV staff

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:

- Master's degree in Hospital Administration, Health Sciences or a related field
- Minimum 5 years progressively responsible and related experience
- Experience managing critical relationships and conducting stakeholder outreach
- Demonstrated work experience in health system solutions and virtual care
- Certificate in Project Management considered an asset
- Strong project management skills required
- Experience in contract negotiation processes (e.g. defining scopes of work and budgets, high level understanding of contract clauses, understanding of Data Transfer Agreements) and research operations/processes (e.g. Research Ethics Board approvals, grant application submission processes, research project financial management etc.).
- Experience in a leadership/management role preferred
- Able to communicate complex information to decision makers and key stakeholders in a clear and concise manner
- Demonstrated ability to work effectively with a wide variety of people at different levels
- Ability to take independent initiative and lead a diverse group of individuals
- Experience managing budgets and interpreting financial projections and variance reports
- Experience leading projects as assigned with attention to detail and meeting deadlines
- Demonstrated strong independent working, and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment
- Outstanding written and verbal communication skills

- Excellent organizational and administrative skills with attention to detail
- Expert level competence with MS Office and database applications e.g. Microsoft Project, Excel, Word, Power Point, PDF, Adobe, Teamwork
- 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 19, 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.