

## Education & Clinical Supervisor (1.0 FTE) Medicine Hat, AB

1.0 FTE (approximately 38.75 hours per week)  
Salary Range \$44 - \$47/hour

<b>Location</b>	Medicine Hat, AB – PCN Central Office
<b>Position</b>	<p>The Palliser Primary Care Network is currently seeking a motivated and energetic individual to join our team as an Education &amp; Clinical Supervisor.</p> <p>This rewarding position, based in our central office, serves as a leader for PCN clinical staff and requires a desire to help our staff be successful in their clinic roles. In addition, the Education and Clinical Supervisor collaborates with the PCN physicians to supervise, assess and support the lifelong learning of the PCN clinical staff.</p> <p>The Education &amp; Clinical Supervisor utilizes their creativity to coordinate education that promotes a continuous learning environment specific to both the PCN and individual employee needs. The Education and Clinical Supervisor also plays an important role in supporting an organizational culture that fosters excellence and multi-disciplinary teamwork.</p> <p>The PCN offers a competitive salary, excellent hours of work, paid vacation and personal days, RRSP contribution and a health flex spending account.</p> <p><b>Must provide proof of full Covid-19 vaccination on the first day of hire.</b></p>
<b>Reports To</b>	Primary Care Network Patient's Medical Home Optimization Director
<b>Education</b>	Minimum 2 year diploma in Nursing required along with a current unrestricted registration with CARNA. Current BCLS certification required. Bachelor degree in nursing is preferred. Courses in adult education from an accredited college or university preferred. Chronic Care, Diabetes Education and/or Asthma Education Certification preferred.
<b>Experience</b>	Minimum of 3 years of directly related experience in a primary health care, community health nursing, northern nursing and/or ambulatory care nursing, with an emphasis on primary care services (primary and secondary prevention, intervention, and maintenance/support.). Other nursing experience will be considered. Proven commitment to, and knowledge of, primary care and community health. Experience with mental health counseling, chronic disease education and management would be beneficial.
<b>Skills</b>	Successful candidate will be able to work both independently and within a team environment, possess excellent verbal and organizational skills, and maintain a flexible schedule. Demonstrate skill in continuing education and possess excellent teaching/coaching skills. Proven proficiency with Microsoft Office Suites a must. A valid Alberta's driver's license and a vehicle are also requirements for this position.
<b>Application</b>	<p><b>Position will remain posted until suitable candidate is found.</b> Please send resume and cover letter to the attention of:</p> <p>Ashleigh Lawson, Financial Clerk Palliser Primary Care Network Suite 104 – 140 Maple Ave SE, Medicine Hat, AB T1A 8C1 Tel: 403.580.3825 x 227 Fax: 403.580.3825 Email: ashleigh.lawson@palliserpcn.ca</p> <p><i>Only those applicants selected for an interview will be contacted. All others are thanked in advance for their interest.</i></p>

# Job Description

## (A) Position Identification:

**Title:** Primary Care Education & Clinical Supervisor  
**Supervisor:** Primary Care Network Patient Medical Home Optimization Director

## (B) Position Summary:

- Supports an organizational culture that fosters excellence and multi-disciplinary teamwork.
- Promotes a continuous learning environment within the PCN by coordinating education for PCN employees.
- Supervises/assesses PCN clinical staff members.
- Collaborates with Primary Care Network physicians.

## (C) Key Duties & Responsibilities:

### Employee Competency and Scope of Practice 40%

- Develops, coordinates, conducts and evaluates employee orientation.
- Implements and evaluates employee ongoing learning and development.
- Ensures employer informed of professional competency and scope of practice issues.
- Ensure employees meet competency and scope of practice standards.
- Performs disciplinary processes as required.
- Reviews and supports the implementation of clinical policy, procedure, and protocols as appropriate.

### Education Workshops (Coordination of PCN Workshop) 20%

- Plans, coordinates and evaluates PCN workshops.
- Works within Board approved education budget.
- Engages in continuous feedback and improvement.

### Clinical Supervision (Employee Site Visits) 20%

- Provides site visits to PCN employees within probationary period, annually, and as required.
- Site visits will include, feedback discussion:
  1. Development of a learning plan
  2. Potential areas for procedural effectiveness/efficiency in (eg. in charting, scheduling of patients, and communication with physician and clinic team.
- Responsible for ensuring peer site visits are completed in time for annual employee performance appraisals.
- Responsible for peer assignment selection, coaching of peers assessors.

### Ongoing Education (Staff Meetings, Education Resources and Education Networking) 5%

- Promotes a non-punitive, continuous learning environment within the PCN including mentorship, resource finding, and best practice.
- Determines agenda for PCN staff meetings and engages outside speakers/resource persons when appropriate
- Coordinates professional development of PCN clinical employees based on their learning plan.
- Ensures employee mandatory certifications (e.g. CPR, ASIST, etc.) are current and tracked in HR files.
- Explores opportunities to network, share ideas, and provide professional support with other health professionals in clinics, community and AHS.

### Liaison 5%

- Represents the PCN at various meetings as appropriate (may act as delegate for PCN Executive Director at meetings)
- Develops and maintains effective and positive working relationships with Alberta Health Services and community programs.
- Works with the Primary Care Management Office and other PCNs to assess and improve ongoing education programs.
- Provides regular reports at staff meetings including but not limited to workshops, site visits, employee educational acknowledgment, and recruitment
- Provides Executive Director with regular reports as needed to present to the PCN Board of Directors.

## Quality Improvement (Program Measurement)

10%

- Assists in establishing and maintaining performance measurements and monitoring principles in population based care within the PCN.
- Ensures PCN employees are submitting data.
- Assists in the interpretation of data and development of both reports and potential areas for improvement.
- Reviews forms, reports, data; consults with PCN Admin Team and employees regarding format, distribution, purpose and application of measures for improvement.
- Assists with continuous improvement of performance appraisal documents and processes.

## Clinical Collaboration with Physicians

- Ensure Physician feedback is provided to the PCN Employee.
- Ensure Physician aware of the PCN employee's scope of practice.

## Health Professions Act

- Renews nursing license and forwards a copy to the PCN yearly
- Maintains current active registration status throughout the duration of employment
- Maintains continuing competency as required by CARNA
- Adheres to established Code of Ethics as applicable to the regulatory college.

## (D) Complexity and Independent Judgment:

- Collaboratively works with PCN employees, physicians and clinic staff throughout the PCN.
- Under limited supervision, works collaboratively with Alberta Health Services staff.
- Must be confident with knowledge, skills and abilities to ensure that the reputation of the PCN as a responsive, professional, learning based organization is maintained.
- Required to prioritize time and workload to ensure tasks are completed in a fast paced environment.
- Requires leadership, problem solving and conflict resolution skills.
- The job primarily requires expert communication skills and the ability to seek out and utilize available resources.

## (E) Accountability/Consequence of Error:

- Strives for optimal personal health and well-being.
- Takes responsibility for own actions and decisions.

## (F) Supervision:

- Supervised by: Primary Care Network Patient Medical Home Optimization Director

## (G) Regular Work Contacts:

- Communicates verbally or in documentation with a variety of disciplines, programs or services to enhance employee education and complete population based care within the Primary Care Network.
- Communicates with organizations, programs, physician offices, etc. to obtain program benchmark information and education resources.
- Represents the PPCN to various partners and healthcare groups, recognizing opportunities for collaboration which can then be shared with the appropriate PPCN employee.
- Communicates with applicable professional colleges and groups to support employee competence to practice.

## (H) Working Conditions:

- Independent with a high level of confidence and capable of effectively dealing with PCN Employees, Alberta Health Services employees, physicians, and clinic staff.
- Physically capable of performing duties related to position.

**(I) Qualifications / Specifications:** Contains personal requirements or qualifications that jobholder should possess.

**Formal Education**

- Minimum 2 year diploma in Nursing required.
- Current unrestricted registration with CARNA required.
- Current BCLS certification required.
- Bachelor degree in nursing preferred.
- Courses in Adult Education from an accredited college or university preferred.
- Chronic Care, Diabetes Education and/or Asthma Education Certification preferred.

**Experience**

- Minimum of 3 years of directly related experience in a primary health care, community health nursing, northern nursing and/or ambulatory care nursing, with an emphasis on primary care services (primary and secondary prevention, intervention, and maintenance/support. Other nursing experience will be considered.
- Proven commitment to, and knowledge of, primary care and community health.
- Experience with mental health counseling would be beneficial.
- Experience with chronic disease education and management would be beneficial.

**Knowledge, Skills, Abilities**

- Demonstrated skill in continuing education.
- Excellent teaching/coaching skills.
- Demonstrated commitment to interdisciplinary teamwork.
- Excellent holistic assessment and interviewing skills.
- Knowledge and ability to apply adult learning principles, to use written and audio visual aids, prepare/present adult education.
- Computer literacy, familiar with Microsoft Office products (Outlook, Excel, Word and Access programs).
- Demonstrates good organizational skills.
- Able to cope with deadlines in an efficient and effective manner.
- Reliable and dependable.
- Excellent verbal, written and interpersonal communication skills.
- Ability to safeguard Primary Care Network information as private and confidential.
- Ability to follow and adhere to Palliser Primary Care Network procedures, guidelines, goals and objectives.

**Other**

- Valid driver's license.
- Must have a recent (within the past three months) criminal record check/police information check (including vulnerable sector search) prior to the first day of hire.
- Must provide proof of full Covid-19 vaccination on the first day of hire.

**(J) Probationary Period:**

- Six months.