

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

INTERNAL JOB POSTING

January 19th, 2023

ONA 2023-06

About you:

Are you someone who loves to plan? Are you also someone who thinks learning is fun, you enjoy coaching others & want to see them succeed? Do you have excellent written and oral communication skills and consider yourself approachable? If so, we want to hear from you!

Department: CLINICAL SERVICES

Position: TEMPORARY FULL TIME- STAFF DEVELOPMENT

Summary of Duties:

The Staff Development Coordinator is accountable for the planning, implementation, coordination and evaluation of comprehensive educational programs to meet the competency and professional development needs of hospital staff. The coordinator participates in project implementations, committees, and policy and procedure development in order to maintain and adhere to quality improvement initiatives. The appropriate candidate must be willing to learn new applications in order to update support materials and to provide training on newly acquired processes and products. This position will also assume the coordination and education of newly hired nursing staff through Clinical Orientation.

Mandatory Qualifications:

- Bachelor's Degree in Nursing.
- Current Registration with the College of Nurses of Ontario.
- Knowledge and awareness of current health care issues.
- Experience and proven ability in program development, implementation and evaluation.
- Excellent computer skills (Microsoft Office, PowerPoint, Excel & Meditech).
- Demonstrated leadership abilities.
- Ability to work independently or within a team environment.
- Excellent oral, written and presentation skills.
- Excellent organizational and time management skills.
- Current knowledge of nursing practice and skills.

ASSET:

- Master's Degree in Health related field.

CLOSING DATE: January 25th 2023 at 4:00 pm

** Please note- this will be an interviewed position

Human Resources

Applications shall be submitted via email to hr@psfdh.on.ca by 4pm on the application deadline.