

Council of Ontario University Programs in Nursing (COUPN) Primary Health Care Nurse Practitioner (PHCNP) Consortium

Provincial Program Director

The Ontario Primary Health Care Nurse Practitioner (PHCNP) Educational Program consortium educates and prepares nurses for advanced practice as NPs in Primary Health Care, utilizing a hybrid (online and onsite) learning environment in English or French to provide quality healthcare for Ontarians. Oversight of the nine university site consortium is governed by the Council of Ontario University Programs in Nursing (COUPN) PHCNP consortium board composed of the nine deans and directors of the participating Schools of Nursing (Lakehead, Laurentian, McMaster, Ottawa, Queen's, Ryerson, Western, Windsor, and York).

Reporting to the chair of the COUPN PHCNP consortium board and in collaboration with consortium committee, the Provincial Office PHCNP Director ("Director") uses a broad knowledge of health care and educational delivery for health care professionals and proven operational managerial skills/experience to lead and manage the board's strategic planning cycle, ensure governance mechanisms, and to provide oversight for the operations for the Provincial PHCNP and Distance Education Offices. The Director is accountable for negotiating funding agreements/budgets, for submission of provincial reports and for hosting of provincial meetings.

The Director oversees all province wide aspects of the PHCNP consortium program.

Responsibilities:

- Direct the development of the PHCNP program's 9-university site budgets and the Provincial PHCNP/Distance Education Office budgets, including preparing supporting documents for presentation to the Board and the Ministry of Health and Long-Term Care ("ministry").
- Lead PHCNP Program's funding agreement processes between the 9-university sites and the ministry.
- Negotiate provincial funding agreements, on behalf of the 9-university sites.
- Ensure equitability and develop PHCNP program's 9-site budget and budget line definitions.
- Ensure that mechanisms are in place for interim and annual audited financial reports at each site.
- Create all PHCNP sites financial analysis reports; and identify trends and strategies to resolve any variances.
- Prepare formal letters for submission to the ministry to justify funding amendments, as needed.
- Ensure that governance mechanisms such as provincial meetings are organized, hosted, and that approved motions are implemented.
- Create, lead and manage strategic direction with the PHCNP program consortium board.
- Direct human resource (HR) activities including hiring, staff development, determination of performance standards, conduct of performance reviews and handling employee relations matters for the PHCNP Office and overseeing HR activities for the Distance Education Office (DEO).

- Create and post internal and external request for proposals, when required.
- Oversee grant recipient approval mechanisms and processes.
- Ensure deliverables from grant recipients and/or facilitators.
- Write business plans, letters of agreement, and contracts as indicated.
- Develop reports for the board (e.g. annual PHCNP Program reports, briefing notes, design/conduct/analysis of surveys etc.).
- Lead and conduct operational or departmental reviews, as needed.
- Initiate, write, negotiate, and execute provincial Letters of Agreement and/or contracts,
- Ensure that Service Level Agreements are in place for DEO vendors.
- Develops, implements, and updates PHCNP's consortium board and policy manuals.
- Act as PHCNP Program's central contact on ministry, regulatory, or provincial matters .
- Ensure and collaboratively lead development of PHCNP program's curriculum mapping and quality assurance processes.
- Build strong partnerships within the 9-university sites, the academic community and with the ministry and College of Nurses of Ontario.

Education:

- Master's degree in a related field (for example, but not limited to: MScN, MBA, MPA).
- Eligible to practice as a Nurse Practitioner (NP) in Ontario.
- NP certification/experience, an asset.

Experience and Skills:

- 5 years of operational management experience in a clinical environment.
- 3 years of experience in an academic environment.
- Demonstrated experience in financial management in order to develop and manage program and operational budgets.
- Excellent numeracy skills with an attention to detail; working knowledge of MS Excel.
- Knowledge of a broad range of nursing education and nursing/healthcare issues.
- Advanced practice nursing leadership skills.
- Proven business, clinical reasoning, critical appraisal, scientific and evidence informed research acumens.
- Ability to work both independently and in a team-oriented, collaborative environment.
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Excellent diplomatic, collaboration and presentation skills to able to foster strong relationships inside and outside the program.
- Excellent verbal and written communication skills.
- Ability to initiate a strategic plan, manage a project and set short, medium, and long term goals.
- Ability to collect, analyze and synthesize data for interpretation and report-writing.
- Experience working with a Board.
- Experience in change management within a large organization is an asset.
- Functional in both official languages (French and English) is an asset.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations and the names of 3 references, to NPreruit@cou.on.ca by 5 p.m. (EST) on October 27, 2017.

Information regarding the COUPN PHCNP Consortium Program is available at www.np-education.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.