

Position: Clinical Coordinator

Status: Full Time/In Person

Site: WoundPedia/Project ECHO Ontario Skin and Wound

Hours of Work: 37.5hrs/week

Compensation: \$33 - \$35/hr; Commensurate with qualifications and experience

Applications: Email reneeka@woundpedia.com with CV and cover letter

Supervisor: Dr. R. Gary Sibbald

Deadline for submission: November 15th 2024

About WoundPedia:

WoundPedia is a Canadian not for profit organization, founded by Dr. Gary Sibbald. Our mission is to provide high-quality interprofessional wound care education and to improve patient-centered care and outcomes through knowledge mobilization initiatives.

Our goal is to improve skin and wound care nationally and internationally through education, research, knowledge mobilization and building an integrated system of care.

Woundpedia's two main programs are:

- The International Interprofessional Wound Care Course (IIWCC) is a 9-to-12-month course, offered in partnership with the University of Toronto. The objective is to provide a comprehensive educational experience for wound care specialists (key opinion leader/wound care champion status) and to translate new knowledge into practice.
- Project ECHO Ontario Skin and Wound based on the ECHO model™ links specialist/ resource team (Hub) with primary care community-based partners (Spokes) to form the Hub and Spokes model. ECHO provides virtual wound care education at no cost in partnership with Queen's University and Nurses Specializing in Wound Ostomy and Continence Canada (NSWOCC).

Job Description:

The Clinical Coordinator is an integral member of the Project Ontario ECHO Skin and Wound team to ensure that the program is executed efficiently, with excellence and in accordance with the ECHO model. The principal responsibilities include: Providing clinical and management support for weekly ECHO sessions, coordinating the distribution of relevant program information to necessary stakeholders, program communications and marketing, maintaining databases and schedules for ECHO Skin and Wound, attending ECHO sessions to ensure smooth operation, performing cross-functional responsibilities, as required; and performing other duties consistent with the job classification, as assigned.

The Clinical Coordinator will be the main lead for the development of four Project ECHO Ontario Skin and Wound Regional Sub-Hubs in Hamilton Niagara, Northwest, Northeast and Mississauga Halton. Additionally, the Clinical Coordinator will assist with mapping ECHO participant wound care teams across Ontario to facilitate interprofessional wound care collaboration within Ontario.

Responsibilities:

1. Collaborate with Project ECHO Ontario Skin and Wound/WoundPedia team and other stakeholders to define project goals and success criteria.
2. Assist in the development of comprehensive project plans that outline project scope, objectives, deliverables, timelines, and resources required.
3. Support Project ECHO Ontario Skin and Wound Care Hub Team (faculty) from a clinical perspective, especially related to nursing management and healthcare systems.
4. Provide support for the conduct and scheduling of ECHO weekly videoconference sessions, workshops, conferences and meetings.
5. Provide support for program related projects, as required.
6. Attend ECHO sessions to provide support required for smooth operation.
7. Provide or assist with training and orientation of staff.
8. Contribute to monitoring of the website including content updates and maintenance of the site.
9. Maintains program databases as required.
10. Contributes to marketing and communications such as program brochures, videos, newsletters, web pages.
11. Oversee or assist with events such as conferences and workshops.
12. Assist with completing grant application packages for health research grants.
13. Assist in the production and distribution of educational materials and other components and facilitates delivery of academic courses to Spokes during ECHO Sessions.
14. Work with health districts and Ontario Health, especially for Limb Preservation strategies – VIPs (Vascular (AHHD), Infection (oral vs systemic antibiotics) and plantar pressure redistribution.
15. Collaborate on projects with partners and stakeholders e.g. IIWCC, Sault College, NSWOCC.
16. Attend key conferences or events to promote Project ECHO/WoundPedia and network with key health care professionals and decision-makers.
17. Collaborate with subject matter experts to ensure the accuracy and relevance of educational content.
18. Monitor project progress, track key milestones, and ensure adherence to timelines.
19. Identify potential risks to the project and develop mitigation strategies.
20. Participate in proactive Health & Safety activities while performing all duties. Is responsible to notify immediate Supervisor of any Health & Safety risks or concerns.
21. Adhere to WoundPedia Policies and Procedures.
22. Complete other tasks as requested.

Key Qualifications:

1. At minimum, completion of a bachelor's degree in a healthcare discipline or recognized equivalent.
2. Minimum 2 years related experience in clinical management.
3. Experience with Outlook, Excel, PowerPoint, and Microsoft Word. (Experience with adobe illustrator, publisher and WordPress an asset).
4. Experience working with budget spreadsheets.
5. Demonstrated ability to work proactively and independently while anticipating and prioritizing work.
6. Excellent planning, writing, interpersonal, organizational, time management and communication skills.
7. Ability to maintain confidentiality.
8. Flexible, adaptable, perceptive and able to work independently and as part of a dynamic team.