



#### **IDENTIFICATION**

<b>Department</b>		<b>Position Title</b>	
Northwest Territories Health and Social Services Authority		Assistant Director, Clinical Programs	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>	
17-15056	Yellowknife	Stanton Territorial Hospital Renewal Project	

#### **PURPOSE OF THE POSITION**

The Assistant Director, Clinical Programs is accountable for providing leadership to the Stanton Territorial Hospital Project Renewal (STHRP) Team that is responsible for the development and construction of the new Stanton Territorial Hospital (STH).

The position is responsible to design, plan and deliver hospital and NTHSSA-wide initiatives to fulfill the vision of program and operational renewal in conjunction with the physical design and construction of a new STH.

As a member of the STHRP, the Assistant Director contributes to the planning, implementing and evaluating the overall design of the Hospital and for operational readiness and transition planning for a successful “first patient day.”

#### **SCOPE**

The position is located in Yellowknife, and reports to the Executive Director, Stanton Renewal Project (ED).

The Assistant Director, Clinical Programs (AD, Clinical Programs), in collaboration with the ED and the STH Chief Operating Officer (COO) and Leadership Team, champions the GNWT goals of ensuring optimal effectiveness and efficiency through shared services and reduced duplication, integrated program planning, design and evaluation, improved quality of service and accountability for performance and outcomes.

The AD, Clinical Programs is responsible to the ED to plan, develop and deliver hospital and

NTHSSA-wide initiatives to fulfill the vision of program and operational renewal in conjunction with the physical redevelopment and construction of the STH.

This position will work within the envelope of the NTHSSA, the DHSS, Hay River Health and Social Services Authority (HRHSSA) and the Tłıchǵ Community Services Agency (TCSA).

STHRP is a large and complex construction and program renewal project that will provide health care services to the Northwest Territories and the Kitikmeot Region of Nunavut for the next 30 years and the work will affect and change the structure of health and social services delivery in the NTHSSA and NWT and will result in enhanced efficiencies for the NWT HSS system.

The NTHSSA is the single provider of all health and social services in the NWT, with unique collaborative arrangements in the HRHSSA and TCSA. It covers 1.2 million square kilometers and serves approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services include a full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

The NTHSSA is establishing one integrated delivery system as part of the government's transformation strategy. Territorial and federal legislation informs the development of DHSS policies, which leads to operational policies, guidelines and standards for care that are developed by the NTHSSA for regional implementation.

The existing STH opened in 1988 and is a tertiary acute care site located in Yellowknife that serves the population of the Northwest Territories with approximately 70 inpatient beds. Many of the building systems have reached the end of their service requiring an extensive technical renewal of the facility. In addition, the programs delivered and the population served has changed significantly over the 25 years since the building has been in service.

The Government of the Northwest Territories (GNWT) has selected a P3 model - Design Build Finance Maintain (DBFM) for delivery of the project through the completion of a planning study, business case and a P3 feasibility study. The project is a total \$350 million and additional background information can be reviewed on [www.StantonRenewal.ca](http://www.StantonRenewal.ca).

The AD, Clinical Programs serves as a consultant, coach and leader of organizational change to establish and direct process innovation teams to design the new Territorial Hospital, to lead operational readiness, to lead the transition and "first patient day" through the implementation of best practices in patient care, clinical and non-clinical process, staffing models, staff training and other components of organizational effectiveness. The incumbent will drive the strategic alignment of resources to enhance the overall design of the new Territorial Hospital along with the development and management of clinical programs and related services required to deliver high quality patient care in accordance with the GNWT's health care goals and in accordance with best practices.

The AD, Clinical Programs will work collaboratively with the NTHSSA and DHSS to ensure that the development on the new territorial hospital is consistent with HSS's directions, priorities, policies, standards, regulations and legislative requirements. The roles and/or their delegates that will require closest collaboration includes, but is not limited to:

- The Chief Operating Officer of Stanton Territorial Hospital
- The NTHSSA ED, Corporate and Support Services
- The NTHSSA ED, Clinical Integration
- The NTHSSA Director, Informatics and Health Technology
- The DHSS Director of Infrastructure Planning
- The DHSS Chief Information Officer

This position plays a critical role in keeping the clinical components of the project on track, managing contracts and sub-projects and ensuring a coordinated and consistent approach to all activities, and is a key position in the path of escalation of project challenges and issues within its scope.

The position's roles and responsibilities involve highly confidential and sensitive information such as personnel issues, grievances, lawsuits, client complaints, and financial information, and the public as well as cultural and politically sensitive Issues with tight deadlines.

## **RESPONSIBILITIES**

- 1. Supports the ED with the planning, coordination and delivery of a design to support clinical functions within the new STH.**
  - Provide leadership to STH User Groups to plan and design all clinical and support workspaces to ensure design meets user needs and clinical functionality.
  - Provide leadership to project assigned work streams and manage the system design strategy through partnerships with project leadership, physicians, clinical and facility leaders.
  - Provide clinical acute care facility expertise to GNWT project team members and actively research other projects and Canadian healthcare guidelines for best practice, leading and emerging standards.
- 2. Ensures all program spaces within the new STH have been designed to meet the current and future needs of the resident of Northwest Territories and Kitikmeot region of Nunavut.**
  - Ensure building meets CSA and Infection Control Regulations
  - Ensure building meets Accreditation standards
  - Ensure building meets all Clinical Licensing standards
- 3. Ensures that quality audits are performed to confirm that the actual construction reflects the most current drawings and clinical decisions**
- 4. Supports the ED with the planning, coordination and delivery of the STHRP in support of the Operational Readiness and Transitional phases to a successful first patient day.**

- Lead and manage implementation of clinical improvement projects in collaboration with clinical and project stakeholders.
  - Lead and manage implementation and sustainability of an integrated clinical project management strategy in support of path to first patient day.
  - Support STH operational leaders on their path to first patient day and foster a culture of patient-centered care across the health care continuum .
  - Ensure alignment of clinical improvement projects with territorial initiatives while meeting the requirements of successful site operations.
- 5. Responsible to manage a project plan using Project Management principles**
    - Provides direction on the programmatic aspects of the Stanton Renewal Project.
    - Utilizes standardized project management tools and templates for committees to use including work plans, status reports, project charters, terms of reference, risk logs and issues logs.
    - Utilizes tools to document changes to scope and operational program
    - In collaboration with ED develops and implements plans for the safe and timely relocation of patients and clinical areas.
    - In collaboration with ED ensures appropriate infection control measures are maintained throughout all stages of the project.
  - 6. Establish conditions that support a healthy workplace, optimal performance and development of staff through performance management, human resource planning, creation of positive learning environments and planning for change**
  - 7. Mentor and actively transfer knowledge to GNWT project team members as part of the sustainability plan.**
  - 8. Contribute to the effective leadership of STHRP through positive collaboration with the ED and STH Chief Operating Officer (COO) and leadership teams as well as DHSS leaders and other external stakeholders.**
  - 9. Participates in all relevant committees to ensure project is on track and integration among work streams**
    - Participate in the GNWT Project Leadership Team
    - Participate in the BHP/GNWT Senior Joint Committee
    - Participate in GNWT Facilities Management Working Group
    - Participate and work collaboratively with Infrastructure on Medical equipment analysis as it relates to design and clinical use

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent deals with senior NTHSSA staff and staff in various HSS authorities and DHSS who may have divergent perspectives and demands. Resolutions and answers are required.

The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Decisions often have long range impacts on the health and social service system.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent skills in complex problem solving, planning, project management, change management and group process.
- Able to communicate effectively, both verbally and in writing, with all levels of the organization in a clinical environment
- Excellent organizational and administrative skills.
- Ability to organize and manage multiple project demands simultaneously.
- Ability to work under pressure and to effectively meet internal and external deadlines.
- Recognized ability to work as an effective team member in complex structures.
- Demonstrated flexibility in regards to duties and assignments.
- Ability to identify and develop quality improvement opportunities.
- Ability to understand and utilize administrative and decision support reports and research information related to clinical care and practices.
- Broad knowledge of patient care delivery systems in ambulatory, acute and residential settings
- Have recent successful application of project and change methodologies and experience related to clinical services planning and implementation
- Have in-depth hands on knowledge of the workings of hospital-based healthcare operations and system

### **Typically, the above qualifications would be attained by:**

- A degree in an administration, business, leadership, science or engineering field with preference to registered clinical degree
- Eight years progressive experience, demonstrated (i.e., greater than 1 year) experience in a management role within an in-patient healthcare facility.
- Experience in progressively complex supervisory/management roles with demonstrated expertise in leading complex healthcare projects, service delivery planning or review acute care program/service planning and leadership. This includes

having expert knowledge and experience of the workings of hospital-based healthcare operations and systems.

- Other combinations of post-secondary education and related healthcare experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- X Highly sensitive position – requires verification of identity and a criminal records check

#### **French language** (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

#### **Indigenous language:** Choose a language

- ☐ Required
- ☐ Preferred