



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Medical Education Administrator	
Position Number	Community	Division/Region
48-15923	Yellowknife	Territorial Operations/Finance/OMAC

## PURPOSE OF THE POSITION

The Medical Education Administrator is responsible for assisting with the day to day administration of the Northwest Territory Health and Social Services Authority NWT Residency Training Program and other medical education activities.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the 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.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Located in Yellowknife, the Medical Education Administrator (Administrator) will report to the Manager, Office of Medical Affairs and Credentialing (OMAC). Specific responsibilities include grand rounds, scheduling, assisting with accreditation and audits, evaluation, and other administrative tasks. The Administrator will work closely with other administrative

staff with the University of Alberta Rural and Remote Residency program as well as within the NTHSSA to complete duties. In addition, the Administrator will consult with Alberta Health Services, Royal College of Physicians and Surgeons of Canada and the Canadian Resident Matching Services (CaRMS) to ensure all aspects of the NWT Medical Residency Program standards are met.

Within NTHSSA, the Administrator will work with the NTHSSA Co-Site Directors located at Stanton Territorial Hospital which will typically consist of the Area Medical Director for the Yellowknife Region and the Territorial Clinical Lead for Medical Education. These Directors will need to be consulted on information, coordination of activities and updates on evaluations pertaining to the Residents and the Preceptors. The Medical Education Administrator will also work directly with the Mentors, Preceptors, and Sub-Preceptors the Site Directors have identified each year. The Administrator will need to receive and relay information and coordinate activities including evaluations.

The Administrator will receive and relay information from, and coordinate activities with, the Residency Program Director, Academic Support staff and Postgraduate Medical Education office staff within the University of Alberta. The Program Director will assist with Canadian Resident Matching Services (CaRMS) as well as overall program support. The Academic Support staff will provide assistance to the NTHSSA with the overall curriculum to ensure the academic requirements are being met. The Medical Education Administrator will provide reports and information to the Postgraduate Medical Education Office Staff and receive up to date forms and procedure information from the office staff.

The Administrator coordinates with Alberta Health Services (AHS) clinicians and support staff as needed regarding issuing resident payroll and maintaining resident benefits, and will coordinate with the Royal College of Physicians and Surgeons of Canada (RCPSC) for scheduling of exams, certifications, and accreditations. The Medical Education Administrator will need to work closely within the CaRMS for each Academic Year's Resident Intake process, program information changes, interviews and resident selection.

This position will work in a fast-paced office environment coordinating with multiple stakeholders to achieve the overall administration of the program. Other responsibilities will include the facilitation and coordination of Grand Rounds and the administration of NWT medical learner electives.

This position will require southern travel approximately four (4) times each year.

## **RESPONSIBILITIES**

### **1. Administer activities related to medical education.**

- Works closely and is the main point of contact for the Territorial Clinical Lead for Medical Education.
- Facilitate grand rounds for Practitioners on a weekly basis.
- Ensure the rounds are set up, booked and communicated to the stakeholders in a timely manner

- Ensure attendance of physicians is taken during these meetings so CME credits can be received.
- Administer the processes to ensure physicians receive CME credits when attending grand rounds.
- Administer meeting minutes, agendas and any technical setup required for the grand rounds.
- Fulfill any other project and/or activity objective related to medical education as assigned by the Manager.

**2. Accomplish coordination and maintenance of the NWT medical learners.**

- Develop, implement and monitor schedules for medical learners in accordance to the master physician schedule and program criteria.
- Liaise with the academic institutes' administration staff for day to day activities required for the maintenance of the program.
- Coordinate with the Territorial Clinical Lead, Medical Education to arrange preceptors within NWT and intake of residents for each year.
- Coordinate the medical learners' travels, accommodations and other administrative needs as and when needed.
- Ensure the medical learners education permit, and preceptor/medical learners agreements are in place before arrival in the NTHSSA.
- Audit, verify and validate the medical learner's timesheets in accordance to the program criteria and contracts for timely processing by the payroll.

**3. Provide support for resident recruitment process, and develop work schedules and administration of the NWT Residency Training program, including continuous residency evaluation:**

- **Resident recruitment process with CaRMS.**
  - Adhere to CaRMS deadlines and process and screen all applications to the program.
  - Provide accurate and current information of the recruitment process.
  - Coordinate all CaRMS applicant interviews and associated activities.
  - Assist admissions committee with finalizing a list for ranking applicants and submit the Rank List on the CaRMS website.
  - Provide accurate information to the PMGE office when requested and required.
  - Provide accurate information to relevant GNWT departments/units to ensure all residents are available for active recruitment to the NTHSSA system.
- **Develop the scheduling of the NWT Residency Training Program resident rotations.**
  - Coordinate and schedule Family Medicine residents in Family Medicine, Community and other specialty block rotations in the NWT.
  - Coordinate and schedule of out of town electives for Family Medicine residents.
  - Oversee the scheduling of Resident Electives to ensure the number of learners at the hospital/health centre/clinic site does not negatively impact educational experience.

- **Perform administrative activities relating to the NWT Residency Training Program and the College of Family Physicians Accreditation, Royal College Accreditation Process and Postgraduate Medical Education reviews.**
  - Compile data and documentation for accreditation survey.
  - Request and collate data from preceptors.
  - Integrate information into the pre-survey document for the RCPSC survey team.
  - Formulate itineraries for survey teams.
  - Coordinate with the College of Family Physicians of Canada survey team.
  - Ensure surveyors have access to program information. I.e. resident schedules, education files, specialty training requirements, rotation objectives and evaluation forms.
- **Carry out all administrative aspects of continuous residency evaluation.**
  - Maintain complete evaluation records for all residents in the program.
  - Ensure that evaluations are distributed to preceptors and received for timely evaluations of residents' educational performance.
  - Prepare, distribute and monitor daily, monthly and yearly resident evaluations.
  - Prepare a semi-annual progress report for each resident for submission to the PGME office.
  - Assist in the development of resident evaluations for each discipline based on the CanMeds objectives.
  - Administration of Canadian National In-Training Exam.

#### **4. Other administrative duties relevant to medical education.**

- Onboarding and off boarding of residents.
- Prepare, distribute and compile statistics on staff physicians and residents (territory-wide) annually.
- Prepare, distribute and compile statistics on rotation evaluations.
- Initiate and produce new databases, forms and evaluations.
- Prepare monthly call stipends for on-call residents for all hospital sites.
- Administer residency education fund, keeping records of resident expenditures.
- Liaise with internal and external agencies regarding residency education issues.
- Act as a resources person to residents, staff and general public.
- Ensure operation success of mentorship program.
- Maintain residency portion of department website.
- Research various vendors for supplies, equipment, venues, etc.
- Complete regular environmental scans of similar programs, nationwide to ensure continued operational improvement.
- Draft letters, recommendations and other documentation.
- Refer residents to support groups and agencies, as needed (financial, medical, career, personal, etc.).

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Communication (verbal and written) and interpersonal skills.
- Ability to take initiative, adapt, problem solve, and prioritize directions from multiple sources.
- Organizational skills with strong attention to detail and accuracy.
- Computer skills using MS Office applications (Word, Excel, Access, Outlook and PowerPoint), Google platforms (Gmail, Calendar, Sites, Docs and Drive), internet search engines, and other software applications.
- Ability to acquire knowledge of GNWT legislation, acts, and regulations.
- Ability to acquire and apply knowledge of NTHSSA policies and procedures.
- Knowledge of medical terminology.

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

Minimum High School Diploma, supplemented by coursework in office or business administration and computer training; and a minimum of three (3) years of progressively responsible experience in an administrative position.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

- Experience working in the area of post graduate medical education is an asset
- Completion of a medical terminology course is an asset.

### **Position Security**

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

**French language** (check one if applicable)

- ☐ 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:** Select language

- ☐ Required  
☐ Preferred