



### **IDENTIFICATION**

Department	Position Title	
Health and Social Services	Manager, Health Technology Planning	
Position Number(s)	Community	Division/Region(s)
49-14982	Yellowknife	Infrastructure Planning / YK

### **PURPOSE OF THE POSITION**

The Manager, Health Technology Planning is responsible and accountable for managing the strategic planning, monitoring and implementation of Furniture, Fixtures and Equipment Planning. Specifically: identification, specification, selection, procurement, delivery, installation, training and commissioning of furniture, fixtures, equipment and health technology as identified in the Project Agreement for the Stanton Renewal Project.

The position is required to apply a high degree of professional engineering judgement to the development of a Health Technology policy that suits the constraints of delivering patient care in the unique logistical, technical, and geographic realities of the Northwest Territories. This policy formulation requires a high degree of strategic thinking and engineering specification to apply and adapt policy principles in order to drive consistent technology utilization in this setting. The Manager, Health Technology Planning must ensure that all equipment is consistent throughout the Territory in an effort to minimize fragmentation from operations, maintenance and support perspective. A high degree of integration with the territorial medical equipment ever greening program is required.

### **SCOPE**

Located in Yellowknife, the position reports to the Director, Infrastructure Planning, and provides expert advice to both the Department of Health and Social Services (DH&SS) and the Northwest Territories Health and Social Services Authority (NTHSSA). The incumbent is responsible for the development and monitoring of a multimillion dollar capital budget (\$14.4M), leading a team of equipment planners, managing clinical stakeholders, and providing technical expertise to ensure that the new Stanton Hospital has appropriate health technologies, including furniture, fixtures and equipment, to reflect current clinical best

practice and meet the unique northern healthcare work flow and needs. The specialized engineering knowledge required to do so include the biomedical, electrical, civil, mechanical, information systems, and architectural fields.

Health and Social Services delivery in the NWT is managed by the NTHSSA. Management of the system involves 22 pieces of legislation, a budget of \$380 million, and operation of 34 health centers and a territorial hospital.

The Stanton Territorial Hospital (Stanton) is unique in the health industry given its relative size and clinical complexity; few hospitals in Canada are positioned to deliver the range of services that Stanton does for its relative size. Simply identifying Stanton as a 100-bed hospital underestimates the facility's scope and complexity. The Stanton Renewal Project (SRP) is a \$350 million Public Private Partnership (P3), the size and scope of which has not previously been utilized in a health care project in the Northwest Territories or any project for that matter.

Stanton is the referral center for approximately 43,000 NWT residents and 5,900 residents of the Kitikmeot Region of Nunavut. The hospital provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity.

Due to the project nature, this position will interact with Directors/Executive Directors/Managers and staff members in the NTHSSA and other related government departments and is primarily responsible for effectively communicate all aspects of Health Technology planning and management. This position will work closely with clinical managers and with many members of the SRP team

The position must work extensively with representatives from the Department, NTHSSA and the private sector. The work is conducted to a large extent in a team environment, including Health and Social Services, the NTHSSA, Public Works and Services, the P3 Project Corporation (P3 Project Co.), and many other stakeholders. Close working relationships must be formed with the SRP team and the clinical and support staff managers from Stanton.

The position is responsible for the management of the FF&E budget (\$14.4M) that is part of Stanton Renewal Project, a large and complex project that will significantly impact and change delivery of health care in NWT and result in enhanced clinical efficiency and efficacy for the NWT Health and Social Services (HSS) system.

The Manager, Health Technology Planning applies project management methodology including, but not limited to: initiating, project planning, risk control and management, time management, stakeholder management, communication, monitoring and control and budget management to ensure furniture, fixtures and equipment (FF&E) planning, procurement and installation is appropriately implemented for the Stanton P3 project.

## **RESPONSIBILITIES**

### **1. Manages the development of the Furniture Fixtures & Equipment Plan for the Stanton Renewal Project.**

- Works with partners across the H&SS system and P3 Project Co to identify and address current processes and challenges.
  - Develops options that provide for administrative efficiency as well as addressing current barriers, bottlenecks and cost-drivers.
  - Researches best practices and benchmark projects using best practices.
  - Where no precedence, best practice or benchmark exists uses expertise to develop these to advance the project.
  - Develops implementation plan(s) for review and approval by senior management.
  - Provide strategic advice to the Director and Health Authority Senior Management on the implementation plan(s).
- 2. Manages and oversees the Furniture Fixture & Equipment Plan to ensure that all work and activities are consistent with approved objectives, plans and budgets and that the work is fully implemented within the project time frames.**
- Develops project management plan and schedule for the project
  - Manages the Furniture Fixture and Equipment Budget for the Stanton project (14.4M).
  - Oversees the work progress of each area of the plan for and manages the work schedule.
  - Manages the project implementation plan.
  - Ensures that all departmental and inter departmental activities related to FF&E are accurately tracked and reported on.
- 3. Manages the procurement of Furniture Fixture & Equipment in the Stanton Renewal Project, fulfilling Project Agreement requirements.**
- Develops FF&E procurement project management plan, as part of overall FF&E project management plan.
  - Oversees all development of specifications for the procurement of Health Canada classed medical devices.
  - Develops tender and request for proposal documents through an understanding of financial administration, capital planning processes, tendering, contract administration, and general Government procurement policies and directives.
  - Interfaces with occupancy plans for the receipt and implementation of Health Technology including commissioning and training for users and support staff.
- 4. Manages two (2) or more direct reports in the Furniture Fixture & Equipment planning team for effective completion of projects, including but not limited to: equipment planners and interns, to ensure optimum project outcome.**
- 5. Provides technical expertise to ensure appropriate, affordable infrastructure.**
- Researches and evaluates the applicability of standards from other jurisdictions and adapts accordingly.

- Consults with user groups and program managers to determine program requirements.
- Collaborates and engages with clinical users in an effective manner.
- Interprets and applies national standards and legislation as applicable.
- Holds responsibility for FF&E compliance with regulatory requirements and accreditation standards.
- Provides input for DHSS policies and procedures and standards relating to the use and/or service of health technology.
- Consults health technology trends and best practice to ensure appropriate technology utilization in the new facility.
- Represents DHSS on committees for the development or revision of National Medical Technology standards.

**6. Provides expert advice to the Stanton Renewal Project.**

- Provides expert advice for the consideration of the Director, Infrastructure Planning and the Executive Director, Stanton Renewal Project.
- Maintains a working understanding of the overall Stanton Renewal Project.
- Works with the Director to generate regular reporting to the project's Executive Committee (Assistant Deputy Ministers and COO of Stanton Territorial Health Authority).

**7. Develops and oversees the implementation of an evaluation framework for the FF&E work stream of the Stanton Renewal Project. Monitors and assesses the success of strategies, including developing project metrics and reporting on metrics to Senior Leadership.**

**8. Collaborates and works cohesively with other technical leads of the Stanton Renewal Project, including but not limited to the Clinical Lead, IT/IS Lead, Clinical Information System (CIS) Lead, Change Management Lead and Communications Lead.**

**9. Works with government jurisdictions and non-governmental entities where projects interface or as assigned.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands

**Environmental Conditions**

Much of the time is spent in a normal office environment. A significant portion of the work is also completed on site in the existing hospital or on the site of the construction of the new

facility. The incumbent will be exposed on occasion to an outdoor work environment where they can be exposed to weather conditions (cold temperatures).

This position is exposed to electrical, chemical, mechanical, thermal and biomedical hazards on a frequent basis (while overseeing the installing and commissioning of medical equipment). This can occur for up to 20% of the time during installation.

This position travels on occasion to several remote Northern Communities in small planes or by automobile and may be exposed to extreme weather conditions. Travel will be on an occasional basis only.

### **Sensory Demands**

This position routinely works with complex databases, health information systems and medical technology systems, requiring concentrated level of attention in order to discern conditional discrepancies, and safely conduct corrective actions.

### **Mental Demands**

This position is expected to work effectively within pressing client imposed deadlines and technology failure. Continuous attention to the systems' expected end results will be stressful. Direct responsibility and accountability for technology decisions that impact the safety and comfort of the patient contributes additional stress for the incumbent.

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

- Professional expert Biomedical/Clinical Engineering technical skills.
- Proven strategic thinking skills.
- Demonstrated problem solving skills.
- Demonstrated ability to manage diverse activities that are often only broadly or generally defined.
- Demonstrated ability to apply superior conflict management skills and expertise to persuade and negotiate effective resolution of issues/disputes.
- Effective human relations and motivational skills to deal with day-to-day staff issues as well as the interests of stakeholders within and outside the department.
- Proven experience managing all phases of large-scale, complex projects across a matrix environment.
- Good research skills.
- Effective leadership skills.
- Demonstrated ability to work under pressure with compressed deadlines and multiple deliverables.
- Working understanding of principles and theories of other diverse specialty and professional engineering fields (e.g., civil engineering, mechanical engineering, electrical engineering, computer engineering).
- Project management knowledge and skills of health facility planning theories and principals.

- The incumbent must be able to communicate effectively (both orally and written) to convey or solicit information, difficult concepts, standards and engineering advices related to projects through a variety of means (e.g. briefing notes, project briefs, departmental or board presentations} for diverse audiences.
- A high degree of adaptability and initiative is essential.
- A high degree of proficiency in using computer software applications (particularly spreadsheet, database and statistical applications).
- Knowledge of the people, culture, government and health and social services in the NWT and its political and business environment is an asset.

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

These skills are normally acquired through the completion of a Master’s Degree in Engineering with equipment planning experience in Biomedical or the Clinical Engineering field.

The position must have Professional Engineer Status in the NWT or ability to obtain and a minimum of 7 years of health technology management experience and 2 years managerial experience.

The position must have PMP certification or be able to obtain it.

Preference will be given to candidates with Northern and or remote location medical technology management experience.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- 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 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

**Aboriginal language: Choose a language**

- Required
- Preferred