POSTING

HSPnet-Alberta Provincial Coordinator Role Description

Posting date: June 30, 2012
Posting will remain open until position is filled

BACKGROUND

HSPnet–Alberta is a partnership of Alberta Health, health sciences educational institutions, health providers, and associated agencies. It was established to fully implement HSPnet in Alberta. HSPnet is a comprehensive, web-enabled practice education management system for the health sciences, addressing challenges of discipline-specific and interprofessional student placements. In Alberta, HSPnet is funded through Alberta Health. The University of Alberta and Alberta Health Services are the Co-Lead agencies.

HSPnet is the tool of choice for clinical placements in Alberta and other Canadian provinces. HSPnet is managed within each province through structures and roles that oversee local management, policy, data stewardship, and user coordination. A national Steering Committee manages the HSPnet alliance through which provinces access HSPnet.

HSPnet–Alberta management occurs through the HSPnet-Alberta Management Committee and the Provincial Coordinator. Under the direction of the Executive group of the HSPnet-Alberta Management Committee, the Provincial Coordinator is responsible for supporting the work of the HSPnet-Alberta Management Committee, the Power User Committee and the Data Stewardship Committee; building strong relationships with HSPnet user organization; promoting existing, and developing new, policies and procedures related to HSPnet usage; identifying and managing risks; facilitating HSPnet education and training opportunities across the province; serving on committees; and linking with the HSPnet National Alliance.

This is a one-year temporary grant-funded contract position, with the possibility of extension. The incumbent will be willing and able to travel throughout the province as required.

ROLES

**HSPnet-Alberta Management Committee:**

- With a provincial perspective, provide high-level strategic advice and relevant information to the HSPnet-Alberta Management Committee and Alberta Health for decision making purposes;
- Support the work of the HSPnet –Alberta Management Committee;
- Thoroughly understand the annual budgeting process for HSPnet National Alliance; examine the HSPnet-Alberta portion of that budget and provide advice to the HSPnet Management Committee;
- Facilitate the identification and advancement of priorities and projects for province-wide implementation. This includes HSPnet enhancements and HSPnet data analysis;
- Provide ongoing reports and issues identification as required.

**Risk Management:**

- Work with the placing and receiving users to consistently apply national and provincial policy and procedures;
- In consultation with HSPnet committees, develop and effectively communicate new provincial policies, procedures and rules. Examples of current needs include rules for naming conventions in HSPNet, archiving data and privacy;
• Identify risks and develop contingency plans; align these plans with the HSPnet National Alliance risk management plan;
• Act as the HSPnet Privacy Officer.

Communication:
• Establish effective relationships with HSPnet users and other key stakeholders throughout Alberta;
• Identify and provide key reports useful for HSPnet users;
• Facilitate consultation and feedback processes to understand current challenges and issues with HSPnet, to manage conflicts, and to foster a high level of user satisfaction;
• Continue to build awareness and support for HSPnet; identify underutilization and expand to new sites as appropriate;
• Work with HSPnet counterparts in other provinces as appropriate;
• Regularly provide content and update the HSPnet-Alberta website; develop a business proposal for how the website could be used as an effective and interactive communication tool for HSPnet users across the province.

Education and Training:
• Coordinate and facilitate HSPnet user training and education across the province.

Committees:
• Participate on HSPnet committees and meetings as required;
• Provide support to the HSPnet-Alberta Data Stewardship and Power User committees as required;
• In collaboration with the HSPnet-Alberta Power User Committee, plan, organize and implement the HSPnet-Alberta Annual User Group meeting;
• Sit on Data Stewardship Committee as the Privacy Officer.

EXPERIENCE
• Minimum of a bachelor’s degree in a relevant field (eg. health profession, health administration, social sciences, business); equivalent education and experience may be considered;
• Senior experience in project coordination/management, preferably at the provincial level;
• Experience working in education and health care institutions with a strong understanding of health student placement issues and processes;
• Familiarity with HSPnet, proficiency preferred;
• Working knowledge of provincial privacy legislation (FOIPP Act, Health Information Act);
• Well-developed financial management and budgeting skills;
• Experience in a board governance and reporting structure is an asset;
• Demonstrated knowledge, experience and strength in building relationships;
• Strong track record of being proactive, self-motivated, and solutions-focused;
• Superior interpersonal and communication skills;
• Superior facilitation, strategic thinking, analytical and conflict resolution skills;
• Proven computer skills;
• Ability and willingness to travel.
REPORTING, ACCOUNTABILITY and WORKING ARRANGEMENTS

- This is a one-year full-time contract position, with the possibility of extension;
- The incumbent will be accountable to the HSP-Net Alberta Management Committee Co-Chairs, with direct reporting to the University of Alberta Co-Chair. Evaluation of the incumbent will be done by the Co-Chairs with input from HSPnet-Alberta Management Committee members and the user community across Alberta;
- Direction for the position will come from the Executive group of the HSPnet-Alberta Management Committee.
- The incumbent will work from their home office, but can be provided touchdown space by the University of Alberta Co-Chair to facilitate communication and collaboration.

TO APPLY

Please send a cover letter and resume to:

Mail:

Trish Whelan  
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Administrative Planning Lead, Edmonton Clinic Health Academy  
Co-Chair, HSPnet-AB Management Committee  
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For questions regarding the position: email or phone Trish: 780-492-5233