



POSITION DESCRIPTION

POSITION TITLE: PROJECT LEAD – SURGICAL SERVICES

DEPARTMENT: SURGICAL SERVICES

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR HEALTH SERVICES – SURGICAL SERVICES

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The position of Project Lead - Surgical Services will focus on the development and delivery of surgical initiatives within the Interlake-Eastern Regional Health Authority. The position is responsible and accountable for the successful delivery of assigned projects within budget, on schedule, in accordance with the approved operational plans. This position will develop processes related to timely access to care, record keeping/waitlist management.

The position of Project Lead – Surgical Services functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Manage projects through all states of the project life cycle from initiation to project close out.
- Execute projects related to the surgery program with a focus on reducing surgical waitlists to ensure patients have access to timely services.
- Develop work plans and schedules, discuss project priorities with key stakeholders and plan assigned projects.
- Establishes project management processes.

- Actively manage projects on a day to day basis to ensure that project outputs are being delivered on schedule, to budget and to the required quality.
- Identifies and manages all project issues and risks, and where appropriate, elevate the issues for resolution or action.
- Proactively liaise with and report progress to key stakeholders to ensure they are informed of project progress, and ensure their opinions or requirements are taken into consideration.
- Works with key departments to ensure key stakeholders are engaged.
- Maintains a healthy and safe workplace, and ensure compliance with all applicable codes, regulations and authorities having jurisdiction.
- Establish and maintains positive and effective relationships with the project team.
- Close the project and ensure all relevant project documentation is received for the file.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Bachelor of Nursing Degree.
- Currently registered with the College of Registered Nurses of Manitoba and a member in good standing.

REQUIRED KNOWLEDGE:

- Knowledge of operations of the surgical services program such as but not limited to the operating room and endoscopy procedures.
- Demonstrated ability to review data, research and literature: to analyze, interpret and synthesize this information.

EXPERIENCE REQUIRED:

- Minimum three (3) years surgical nursing experience required.
- Experience in Quality Improvement an asset.
- Demonstrated leadership ability in planning and implementation.
- Demonstrated experience with effective collaboration within and between programs, agencies, services.

SKILLS/COMPETENCIES:

- Demonstrated computer skills and proficiency in Microsoft Office, email applications and experience with Microsoft Project.
- Ability to read and interpret financial statements and maintain budget control.
- Excellent navigation, time management and presentation skills
- Excellent problem-solving and decision-making skills.
- Self-motivated, proactive and ability to multi-task.
- Ability to be adaptable, build trust, provide coaching and collaboration, facilitate change and promote continuous improvement.
- Able to work effectively as a member of an interdisciplinary team.

- Valid Manitoba Class 5 drivers license.
 - Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
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Created: June 2023
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.