



The Rehabilitative Care Alliance is seeking an experienced **Project Manager** to join the secretariat team on a full time basis.

BACKGROUND

Funded by Ontario's 14 LHINs, the Rehabilitative Care Alliance (RCA) works with partners across the province to strengthen and standardize rehabilitative care in Ontario through better planning, improved performance management and evaluation, and increased integration of best practices across the care continuum.

Our initiatives support the ongoing efforts of LHINs and health service providers to enhance outcomes for people receiving rehabilitative care while using health system resources more efficiently and effectively. RCA work is guided by available evidence and data and by the active participation of LHINs, rehabilitative care providers, subject matter experts and patient and family representatives. RCA initiatives align with Ontario's health system objectives and other province-wide initiatives including Patients First, Health Service Funding Reform and Quality-Based Procedures.

The Alliance reports to a provincial steering committee and is supported by a small secretariat that works collaboratively with clinical and administrative stakeholders from across the province to lead a variety of provincial initiatives.

LOCATION: The secretariat office is located in downtown Toronto. Almost all meetings are conducted via teleconference and webinars. If the successful candidate for this position lives within the GTA she/he may work out of the secretariat office and if not, may work out of a home office with possible travel to Toronto as required for in-person meetings.

START DATE: FEBRUARY 2018

REPORTING TO: Executive Director

POSITION SUMMARY:

In collaboration with relevant task groups and secretariat staff, the Project Manager is responsible for the overall direction, coordination and implementation of provincial initiatives, ensuring projects progress within set timeframes to achieve stated deliverables. The Project Manager is expected to take initiative to lead progress within each initiative and participate in strategic discussions regarding project directions relative to health system priorities.

The following is a summary of current RCA projects where the Project Manager, in collaboration with other secretariat staff, is expected to take a lead role:

- Work with the Frail Senior Advisory Group and other provincial stakeholders to develop and support implementation of secondary fall prevention care pathways for frail older adults within primary care, home and community care, and emergency departments.
 - Confirm standardized care processes to prevent the next fall.
 - Develop sector-specific care pathways, leveraging available resources for fall prevention.
 - Define accountabilities for the management of fall-related injuries and initiation of secondary prevention care processes.
 - Identify performance metrics to support evaluation of current practice, relative to the recommended care pathways, and identify opportunities for quality improvement.



- Leverage key learnings from provincial Assess and Restore initiatives to explore interest on the part of provincial stakeholders with expertise in geriatrics to develop an education module for primary care providers. Work with identified partners and provincial experts to develop and support delivery of an education module for primary care providers.
- Support organizations to complete an audit process of alignment with RCA total joint replacement/hip fracture rehab best practices, utilizing self-assessment tools developed by the RCA.
- Analyze responses across organizations participating in the self-assessment process. Provide sector-specific, LHIN-level gap analyses to inform opportunities for quality improvement in the implementation of rehabilitative care best practices for patients with hip fractures and TJR.
- Support planning of the RCA's annual A&R knowledge exchange event in spring 2018.

In support of these and other initiatives the Project Manager is expected to:

- Provide leadership, information and support to various committees of the Alliance that address clinical and system-wide issues relating to rehabilitative care across the continuum.
- Integrate understanding of current Ministry and LHIN priorities and knowledge of rehabilitative services, resources and issues to inform development of work plans and support achievement of Alliance deliverables.
- Develop and oversee initiative work plans in collaboration with secretariat staff and chairs.
- Conduct literature reviews, design and analyze surveys and other data, develop presentations, conduct inventories, plan and facilitate stakeholder engagement.
- Develop collaborative and supportive working relationships with a variety of provincial stakeholders.
- Work within timelines and resources to achieve milestones and deliverables.
- Write quarterly and annual progress reports as required.
- Perform other duties as required to support achievement of RCA deliverables.

QUALIFICATIONS:

Clinical Background in Rehabilitation Field, Required

Master's Degree, Required

Proven Project Management Experience, Required

Familiarity with Publicly-Funded Healthcare Settings, Required

Proven Organizational Skills, Required

Ability to work independently on multiple tasks and with teams, taking initiative to lead provincial initiatives in consultation with secretariat and task group chairs, Required

Excellent facilitation, presentation and communication skills, Required

Computer literate in MS Word, Outlook, Excel and Power Point, Required

Familiarity with current MOHLTC and LHIN priorities, Required

This position offers a competitive salary and benefits under UHN as the host organization.

Only candidates selected for an interview will be contacted.

Resumes with cover letter may be submitted in confidence by January 22nd to:

Charissa Levy, Executive Director
Rehabilitative Care Alliance
Email: charissa.levy@uhn.ca