



Ontario Primary Health Care Nurse Practitioner (PHCNP) Program

Provincial Program Director

The Ontario Primary Health Care Nurse Practitioner (PHCNP) Program is a nine-university consortium program which educates and prepares nurses for advanced practice as NPs in Primary Health Care, using a hybrid (online and onsite) learning environment in English and French to provide quality healthcare for Ontarians. The program is governed by a Board of Directors composed of the nine Deans and Directors of the participating Schools of Nursing (Lakehead, Laurentian, McMaster, Ottawa, Queen's, Ryerson, Western, Windsor, and York). Please [click here](#) for further information regarding the Ontario PHCNP Program.

The Provincial Program Director provides leadership, coordination, and support for all provincial functions of the PHCNP consortium program, including: provincial PHCNP committees such as the PHCNP governance Board, the Course Professor Leads Group and Curriculum Committee; operations and oversight for the provincial PHCNP Provincial Office, which includes distance education infrastructure and staff; strategic plan development and implementation; and internal and external relationship-building and partnership.

The Director reports to the PHCNP consortium board on all program initiatives and issues and to the Chair of the PHCNP board on human resource matters. The Director is supported in their role by a part-time administrative assistant, a three-person Distance Education team based in Ottawa, and accounting, IT, human resource, and policy advice and services provided by Council of Ontario Universities (COU).

We invite applications from qualified professionals with backgrounds in the public, private and not-for-profit sectors. We offer a competitive total compensation package and a close-knit and collaborative work environment with this position located within the COU office located in the heart of downtown Toronto's Discovery District. The hiring salary range for this position is \$109,419-\$129,844/year (remuneration commensurate to relevant skills and experience) plus a comprehensive benefits package [Career Opportunities - Council of Ontario Universities](#).

Responsibilities:

Committee support and leadership (35%)

- Organize, host, support and provide leadership for provincial committees, work groups, and task forces to facilitate discussion, information-sharing, problem-solving, decision-making, and project development, working both with committee Chairs and independently
- Provide research, analysis, reports, and information to guide decision-making and discussion
- Implement committee decisions, including managing committee related projects
- Orient and support new committee members

Operational Leadership (40%)

- Oversee day to day operations of the PHCNP Provincial Office

- Coordinate PHCNP Program budget submission processes and funding agreements between the nine university sites and the Ministry of Health
- Oversee and support the work of the Distance Education (DE) team in Ottawa, working closely with the DE Manager to ensure effective delivery of online courses
- Act as a support for individual Board, faculty and university site personnel on consortium matters.
- Keep abreast of developments in e-learning, nursing education, Nurse Practitioner practice and utilization, broader health and post-secondary policy, and identify implications for the program and opportunities for program development
- Build and maintain relations with internal and external partners Manage provincial-level consortium communications
- Lead hiring process for provincial course professor leads
- Develop and update PHCNP program policies and procedures as needed
- Work closely with Council of Ontario Universities colleagues to support effective running of the provincial PHCNP office and support any program advocacy that may be needed

Strategic Planning (25%)

- Work collaboratively with the Board and other parties to develop the strategic plan
- Manage projects and initiatives to bring the plan to fruition, working with relevant internal and external partners
- Provide annual and final reports on outcomes to the Board
- Support evolution of the plan as a living document, taking into account the larger health and health education environments

Education:

Master's degree in a related field or equivalent experience

Experience and Skills:

- Ability to work in a leadership capacity and with minimal supervision
- Demonstrated collaborative orientation, with a track record of establishing effective interpersonal relationships, building consensus, solving problems, and managing conflict
- Exemplary communication and facilitation skills and the capacity to make effective oral or written presentations
- Understanding of and commitment to Diversity, Equity and Inclusion principles
- Demonstrated critical thinking and problem-solving abilities
- Familiarity with university academic structures and processes
- Understanding of government structures and processes
- Knowledge of health care system issues, and universities' role in health human resources
- Ability to conduct research, synthesize, critically analyze information, write reports and put forward practical recommendations for action
- Ability to initiate and manage projects, and see them through to completion
- Ability to manage a budget
- Ability to tolerate ambiguity and shifting priorities and respond with new approaches as needed
- Proficient in MS Office, MS Outlook, Windows 2007, databases.

The following are assets:

- Knowledge of nursing and university nursing education is an asset
- Experience in change management within a distributed organization
- Functional in both official languages (French and English)

- Broad understanding of technologies used in online education development and delivery

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position and a statement describing what Equity, Diversity and Inclusion means to you, to NPrecurit@cou.ca by **5 p.m. on June 17, 2024**.

COU is an Equity-Focused and Equal Opportunity employer, committed to equity, diversity and inclusion (EDI) as part of its core values. EDI is a vital component of COU's strategic priority to achieve organizational excellence. COU will foster a culture of equity, diversity and inclusion by enhancing and developing programs, policies, and training that supports and educates our employees. We recognize and appreciate the transformative power of diversity in the workplace. We encourage applications from individuals who identify as members of equity-deserving communities.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Acknowledgement of Traditional Land

The sacred land on which the Council of Ontario Universities (COU) operates has been a site of human activity for more than 10,000 years. This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississauga of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Ojibwe allied nations to peaceably share and care for the resources around the Great Lakes.

Today, the meeting place of Toronto is still the home to many indigenous people from across Turtle Island and we are grateful to have the opportunity to work in the community, on this territory.

This statement was developed by the Elders Circle (Council of Aboriginal Initiatives).