



PRINCE EDWARD FAMILY HEALTH TEAM

Clinical Services Coordinator

The Prince Edward Family Health Team (PEFHT) is seeking Clinical Services Coordinator to join our progressive team serving the residents of Prince Edward County.

The PEFHT provides a single point of access to health care services for all County residents. Our interdisciplinary team offers comprehensive patient-centred, primary health care including diagnosis, treatment and management, prevention and cure, rehabilitation, palliative care and community health promotion.

As a member of the multidisciplinary team the Clinical Services Coordinator will work collaboratively with interprofessional clinical teams and individuals as an advisor and support as needed, for general program and services trouble shooting as matters arise. A primary accountability of this role is to ensure, on a quarterly basis that all Medical Directives and the suite of PEFHT's Clinical Policies are current and up to date, Infection Prevention and Control practices are upheld and monitored for compliance. This position is 0.4 full-time equivalent (2 days per week)

The Clinical Services Coordinator:

- Liaises with clinical service and program operation as a general support as needed
- Keeps abreast of AFHTO and MOH directives as it relates to clinical programs
- Provides guidance to clinical staff in preparation of annual and quarterly program planning documents,
- Liaises with Executive Director (ED) as needed
- Facilitates collaboration within PEFHT and with community partners as needed
- Maintains current Medical Directive and Clinical Services Policies on a quarterly basis throughout the year
- Provides leadership in recognition of and adherence to infection control best practices and safety standards in a primary care setting.

Qualifications:

- Registered with the appropriate regulated professional College
- Member in good standing with appropriate professional association
- Minimum 10 years broad-based front line nursing or other professional health care experience
- Demonstrated experience building, coordinating and working with interprofessional teams
- Experience managing multiple competing priorities
- Ability to assess current practices and to identify alternatives and/or enhancements to current practice
- Proficient in the use of Word and the Internet

For more information about our team, please see our website at www.pefht.ca.

To apply, please send your resume and cover letter to: careers@pefht.com.

Closing: September 20, 2021.

PEFHT is a HOOPP employer.