



Lead, Clinical Integration & Redevelopment Operational Readiness

POSITION SUMMARY

Reporting to the Director of Redevelopment, the Lead, Clinical Integration & Redevelopment Operational Readiness is responsible for bridging clinical workflows into readiness activities and supporting the planning and implementation of clinical components of the hospital's approved redevelopment project.

This role will coordinate with internal stakeholders (clinical, administrative, and facilities), consultants, the Ministry of Health, Ontario Health, and community partners to advance the clinical planning process, including the development of functional programs. This role will also support overall redevelopment coordination and capacity within the organization.

The Lead, Clinical Integration & Redevelopment Operational Readiness is a key leadership position responsible for leading, planning, executing, and evaluating all Clinical Planning, Operational Readiness, Training, and Transition Planning initiatives for the CMH Redevelopment Project, including the Post-Occupancy Evaluation. As well as, it will play an integral role in bringing expertise from leadership, clinical, organizational, and operational perspectives to the planning, design, and implementation processes for the new hospital build in CMH, ensuring high quality, efficiency, and effectiveness from day one of operations and beyond. In addition, the role is responsible for leading the Redevelopment Post-Occupancy Evaluation project, endorsed by the Ontario Ministry of Health and Long-Term Care (MoHLTC), to evaluate outcomes of the new hospital development.

The Lead, Clinical Integration & Redevelopment Operational Readiness will facilitate decision-making at all levels within the hospital, including the Leadership Team, Clinical Planners, Physicians, and staff. This position will report issues to and seek support from the Director of Redevelopment, Vice President, Clinical Services & Chief Nursing Executive before bringing them to the Senior Leadership for decision-making. Decisions affecting scope, schedule, and budget will follow formal approval processes established for the project.

REQUIRED:

- G2 or full G license in the Province of Ontario
- Personal Protective Equipment (PPE) such as CSA approved safety work boots, hard hat, safety glasses, hearing aids, and other PPE, will be available and/or covered by Campbellford Memorial Hospital if needed
- Either be certified or able to pass certification for Working at Heights.
- Will be required upon acceptance of employment to provide a current Police Criminal Record Check.

MAJOR DUTIES AND RESPONSIBILITIES

- Lead the Hospital's Clinical Plan and Operational Readiness Plan for the Campbellford Memorial Hospital (CMH) Redevelopment and Capital Projects and provide direction and accountability to implement all clinical planning, training and operational readiness projects, schedules, budgets, tasks, resources, stakeholder engagement, project management and change enablement required to support a successful development of a new hospital and a successful transition into the new hospital, in consultation with internal and external stakeholders. Initiate and prepare regular reports, schedules, and presentations as required.
- Provide hospital-wide leadership and structure for Clinical Planning, Training and Operational Readiness. This includes establishment, guidance, and support for interprofessional teams to review and/or modify clinical/non-clinical and operational practices for readiness planning, workflow redesign, and activation success in the current and new hospital.
- Work directly and collaboratively with internal partners (Leadership team, Clinical Planners, all staff, physicians, patients and families) and external partners (Infrastructure Ontario (IO), The MoHLTC, Ontario Health-East, Scheduler, and Consultants) to direct the clinical planning and operational readiness initiatives of the new hospital at each stage of the Redevelopment project.
- Advise on clinical integration strategies, ensuring that redevelopment and capital projects are aligned with operational realities and patient care standards. Develop and implement a Project Management Plan to support staff through each stage of the Redevelopment project.
- Facilitate links with non-clinical user groups and the Redevelopment project team; function as the conduit for all project-related clinical discussions.

- Develop and implement a Change Enablement Plan, in conjunction with Human Resources, to support all stakeholders through each stage of the Redevelopment project.
- Develop and assume accountability for the Risk Register for Planning and Operational Readiness, integrating all aspects of the Hospital's Clinical Planning and Operational Readiness plans and schedules, including those at the program/service and project level.
- Develop, integrate, and coordinate new hospital designs and models of care into the Operational Readiness and Transition Plans, projects, schedules, and risks, in collaboration with other subject matter experts in the Redevelopment Office to support all Hospital-wide strategies and activities.
- Direct the process of research to inform the design of clinical spaces and clinical/operational process changes, including literature reviews and site visits.
- Lead the development of the Functional Program with key internal and external stakeholders and ensure directions are implemented and adhered to in all stages of the Redevelopment project.
- Ensure decisions and sign-offs are obtained from user groups and the Leadership Team as appropriate.
- Establish and/or lead committees and work groups as appropriate.
- Lead and manage Redevelopment project direct reports to achieve success in all deliverables.
- Develop Operational Readiness for staff using a readiness framework of Current State, Future State, and Gaps.
- Use the above identified Gaps to develop and manage related training modules (online, didactic, self-directed etc.) to prepare staff to provide safe patient care on Transitioning and Opening (training such as on new facility layout, equipment, workflows, life safety, logistics, technology etc.) of new hospital.
- Identify, plan, budget, and acquire resources to implement required training for all Staff to provide safe patient care during transitioning and opening.
- Lead and coordinate with the equipment procurement team regarding identification, evaluation, and ultimate selection of clinical equipment.
- Work with Human Resources to create and implement a staff and physician educational program to support the change enablement program for transitioning to the new site.
- Assist the Director of Redevelopment, Facilities and Support Services in the scope development and evaluation of RFQ's and RFPs throughout the project.
- Review and evaluate all documents, drawings, and submissions related to clinical programs.
- Manage and monitor contracts to ensure required activities are undertaken and deliverables are met.
- Develop and implement in collaboration with MoHLTC and Redevelopment team, a strategic plan for a Post-Occupancy Evaluation project, including scope, schedule, budget, risk management, and survey.
- Development/implementation/evaluation, Research Ethics Board submittals, stakeholder engagement, data collection and analysis, lessons learned overviews, publications, conference presentations, etc.
- Provide regular reports, presentations, and advice to the Leadership Team, Hospital and Board committees on Clinical Planning, Operational Readiness and Transition Planning, and POE as required.
- Consult with Campbellford Hospitals Communications Manager to develop communication requirements for Clinical Planning, Operational Readiness, Training and Transition Planning, and POE portfolios, including stakeholder engagement and user group participation.
- Participate in all project-related meetings with the Leadership Team, MoHLTC, IO, Project Co., etc.
- Develop and/or contribute to presentations and progress reporting for IO, MoHLTC, CMH Board of Directors, Communications Team, Foundation, internal and external stakeholders, etc.
- Work closely with and support the Clinical Manager's in the planning and execution of clinical initiatives and projects to develop and optimize workflows that ensure successful redevelopment and operational readiness
- Acts as a role model for staff, promoting the hospital's purpose, values and internal culture.

OTHER:

- Understands, upholds, and promotes the ethical standards of the profession.
- Participates in internal/external committees as required. (Redevelopment Committee, Leadership Committee, Quality Team, Regional Managers).
- Maintains compliance with professional standards and professional growth by attending leadership development and conferences appropriate to the position.

EDUCATION:

- Bachelor of Science in Nursing or Allied Health Profession.
- Master's preparation (e.g., MScN, MHSc, MHA, MBA) or equivalent combination of education, development, and work experience is considered an asset.
- Registered or eligible for registration as a regulated health professional.
- Three to five years of strategic clinical planning and operational experience in health care management.



SKILLS & QUALIFICATIONS:

- Experience in the capital planning environment is considered an asset.
- Qualification in Evidence-Based Design Accreditation and Certification (EDAC) is considered an asset.
- Project Management experience as part of a healthcare capital planning project is considered an asset.
- Training/Professional Practice planning experience considered an asset.
- Operational Readiness planning experience considered an asset.
- A solid understanding of the complexity and interdependent patient care processes within a healthcare organization.
- Demonstrated understanding of current and emerging trends and best practices in use in the health care sector.
- Solid project management, organizational abilities, and change management skills in engaging teams to build consensus and support for change initiatives to provide quality patient care.
- Experience leading professional staff, including coaching, managing performance, and fostering a collaborative, productive and team-based work environment.
- Proven team player with strong communication and collaborative skills.
- Demonstrated excellence in interpersonal, written and verbal communication skills including ability to demonstrate tact and diplomacy with varied groups of stakeholders.
- Demonstrated effective presentation skills including the ability to present and discuss complex information in a way that establishes rapport, persuades others and gains understanding.
- Able to work in a fast paced, results and schedule driven team environment.
- Demonstrate ability to foster an inclusive workplace culture that values diversity and promotes equity and belonging.
- Computer skills – Word, Excel, PowerPoint

EQUIPMENT USED:

Has knowledge and ability to safely operate the following equipment:

- Computer
- Fax
- Printer
- Photocopier
- Telephone

PHYSICAL DEMANDS:

Strength

- Required Rarely – lifting average 5-10 pounds' maximum 15 pounds, carrying, pushing/pulling.

Mobility

- Required Often – prolonged sitting; and
- Required Occasionally – standing and walking on hard surfaces, bending/stooping.

Dexterity

- Required Often – prolonged fine finger movements.
- Required Frequently – gripping/grasping, eye/hand coordination; and
- Required Briefly – reaching with both hands.

HOW TO APPLY:

Email your resume and cover letter to careers@cmh.ca with the job title and competition number **M25-03** in the subject line. Those selected for an interview will be contacted.

OUR HOSPITAL:

At CMH we have a 38-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centres.

OUR COMMUNITY:

Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women, and persons with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.



**Campbellford
Memorial Hospital**

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