

Position Type (please circle one)

Continuing Project Seasonal

Duration of position: Annually, End of August to end of May

Weekly hours (please circle one): Regular Variable

Variable 0 – 12 hours per week

/ / / /			
(For Human Resources Use Only)			
National Occupational Code	Employee Number	Position Number	

JOB DESCRIPTION

GENERAL INSTRUCTIONS

Complete all sections of the position description and type or print the final version. Use words that apply to both genders. Contact the Human Resources Department if you need assistance.

SECTION 1. IDENTIFICATION

NAME OF INCUMBENT:

PRESENT CLASSIFICATION (IF KNOWN): Office Assistant 3

TITLE OF POSITION: Patient Recruitment Coordinator

INTERNAL ADDRESS OR LOCATION OF POSITION: HSC and St. Boniface Hospital
DEPARTMENT OR UNIT: Internal Medicine

NAME AND TITLE OF PERSON
SUPERVISING THIS POSITION: Suzanne Doyle, Program Administrator Manager, Dept. of Internal Medicine

SECTION 2. SUMMARY

This section is intended to be a capsule summary of the position and its relationship to the work unit in which it is located. Therefore, you may wish to complete it after completing Section 3.

A. **THE UNIT**

The College of Medicine is comprised of 27 departments and administrative units involved in teaching, research, service, and clinical activities with an academic staff of approximately 744 full-time and 1,196 part-time, approximately 134 Research Associates, a support staff of approximately 596 and a student population of 1855 (2011-12). The Faculty has an operating budget of approximately \$44.2M, sponsored research contracts of approximately \$79.4M and trust and endowment accounts of approximately \$80.9M. With continued increased enrolment (commencing the 2011/2012 academic year), there will be additional faculty and support staff joining the Faculty throughout the coming years.

The School of Medical Rehabilitation, also within the Faculty, operates under the direction of a Director and three Division Heads. Currently there are eleven full-time support staff.

The mission of the University of Manitoba, Faculty of Medicine is to develop, deliver and evaluate high quality educational programs for undergraduate and postgraduate students of medicine and medical rehabilitation, for graduate students and postdoctoral fellows in the basic medical sciences, and for physicians in practice; To conduct research and other scholarly enquiry into the basic and applied medical sciences; To provide advice, disseminate information to health professions and plan for the development and delivery of health care services; To cooperate in improving health status and service delivery to the Province of Manitoba and wider community.

The Dean’s Office operates under the direction of the Dean, 9 Associate Deans and 3 Assistant Deans. There are currently 94.5 full-time support staff positions, 26 in support of general administration and research, 21 in support of undergraduate and

postgraduate education, 21 in support of continuing education and professional development, 3 in support of the Physician Assistant Program, 1.5 in support of the Bannatyne mail and duplicating services, 16 in support of IST, 2 research associates, and 4 of whom support the Bannatyne External Relations office.

- B. **THE POSITION** (Briefly explain: why this position exists, what it is intended to do, and how it assists in meeting the work unit's goals.)

The patient recruitment coordinator is responsible for identifying and obtaining patient consent for the Dept. of Medicine Undergraduate teaching programs.

SECTION 3. KEY RESPONSIBILITIES AND DUTIES

Identify **KEY RESPONSIBILITIES** in descending order either by percentage or impact on the work unit, with one annual percentage for each heading.

- A. Recruit patients at both HSC and SBGH for the Med2 Neuro Clinical Skills Program, Med2 Internal Medicine CPA Program and the Med3 Internal Medicine CPA program. Go to the teaching wards at HSC and SBGH and recruits patients. Approach suitable patient (which are suggested by the house staff -charge nurse, attending, etc) and asks patients if they would like to participate. Explain the program and if patient agrees, write patient's consent in patient's chart, then writes down patient names and locations on list (which is provided to the patient recruiter and posts it (under a coversheet) by 12noon on the day of or day before the students' session outside of IM Education Office.
- B. One position only - Patient recruiter must be able to travel between HSC & SBGH in the same day to have patient lists posted at each site prior to noon, on a weekday. Patient recruiter must be available starting at 8:00 am on Mondays and Tuesdays (weekends are not always ideal but may be required) to recruit the patients, especially for Neurology patients, on or before the morning of the scheduled neurology skills sessions. Advanced (evening / weekend) recruiting may be required when large numbers of students need to be accommodated and / or to ensure sufficient numbers of patients are recruited for appointments. Neurology patients in particular may sometimes be difficult to recruit due to small numbers in the patient pool and reluctance of many to participate; recruiters may also be called upon to visit wards outside the usual teaching units to secure patients. Recruiting patients on weekends increases the chance of patient being discharged before student had a chance to see patient.
- C. Hours are variable and dependent on course requirements from August to May.
 1. Provide Year II and III medical students with patients who are willing and able to participate in teaching sessions, which involve history taking and physical examination.
 2. Obtain names of potentially suitable patients from each of the services at both the Health Sciences Centre and St. Boniface Hospital.
 3. Interview suggested patients and determine their suitability for the program. Clarify the process and obtain consent from the patient.
 4. Provide names of patients to nurse-in-charge at both HSC & SBGH and times patients will be seeing a student.
 5. Post patient list on student bulletin board and with the Education Coordinator, Undergraduate Program, Department of Internal Medicine.
 6. Interview patients to gather feedback regarding the experience and to determine if they would be willing to participate in the process again.

7. Must obtain additional patients as required,
8. This position requires significant independent work – must be able to recruit patients on own without relying on undergraduate coordinator or housestaff - as well as staying in constant communication with the UGME coordinator regarding patient lists and locations.
9. Perform other related duties as assigned or required.

** **There will be periods of several weeks at a time where no hours are available, particularly in the summer months.

SECTION 4. SUPERVISORY RESPONSIBILITIES

1. Responsibility for the direction or supervision of employees: YES _____ NO X
2. _____ Full-Time _____ Part-Time _____ Temporary _____ Casual _____ Students
number number number number number
3. Highest classification of employee supervised: _____
4. Nature of supervision exercised ("X" the appropriate description(s) and explain below)
(a) Hires (b) Recommends (c) Interviews (d) Trains (e) Evaluates Performance
(f) Motivates (g) Disciplines (h) Assigns and Distributes Work (i) Other

SECTION 5. SUPERVISION RECEIVED

What degree of supervision, direction or guidance does this position receive? Check the appropriate box.

- Detailed verbal/written instruction
- Standard practices, occasional referral to supervisor
- Considerable independence in choosing methods used to complete well-defined projects
- Significant independence in establishing practices and procedures and maintaining objectives
- Administrative guidance governed only by University policies and goals

SECTION 6. CONTACTS AND RELATIONSHIPS

TITLE OF CONTACT	FREQUENCY	REASONS
A. <u>INTERNAL</u> (e.g. Deans, Admin. Assistants, etc.) (Daily, monthly, regularly, etc.) (To get information, coordination etc.)		
Education Coordinators	Regularly	Information
Service Chiefs	Regularly	Information, coordination
Unit Managers/Unit Clerks	Regularly	Information
Medical Residents	Regularly	Information

B. EXTERNAL (e.g. Govt. Agencies, Suppliers, Professional Organizations, Journals, Publishers, the media, the community, etc.)

SECTION 7. EQUIPMENT USED

(List only those major items that would contribute to an understanding of the complexity of the position and the percentage of time spent using them.)

TYPE OF EQUIPMENT

PURPOSE IT SERVES (IF NOT OBVIOUS)

Not applicable

SECTION 8. INDEPENDENCE OF ACTION

1. What decisions/actions does the incumbent make/take on own initiative? Give specific examples.

2. What decisions/actions does incumbent share with others? Give specific examples.

Patient has given consent to be interviewed. Patient Recruitment Coordinator will record this in the patient's file for nursing and medical staff.

3. What decisions/actions does the incumbent refer to others? Give specific examples.

Suitability of patients for interviews.

SECTION 9. WORKING CONDITIONS FOR THE POSITION

In describing working conditions, assume a reasonable match between the incumbent and this position and address the question: How would most people describe these conditions?

1. Physical Effort

Provide examples of following types of physical effort, showing how much, how long, how often.

Lifting material: No

Stretching, pulling, pushing: No

Moving material: No

Climbing, walking: Walking from one clinical teaching unit to another

Working in awkward positions or circumstances: No

Sitting or standing: Mostly standing 0 to 3 hours per shift.

Manual dexterity: No

Other:

2. Physical Environment

Describe your specific work area(s) by providing examples of physical or environmental factors such as noise, smell, dust, lighting, temperature, dirt or hazardous substances that you are exposed to; how long, how often?

The work area is on the clinical teaching units of HSC and SBH.

3. Sensory Attention
Provide a statement showing concentrated levels of sensory attention ie. touching, seeing, tasting, hearing etc., how much, how long, how often? One sense at a time. Example - "Reconciling the accounts. This takes concentration to ensure accuracy - every week for six hours." Two or more senses at a time. Example - "Troubleshooting electronic circuits, reading the test equipment, listening to the speakers, analyzing the information in order to find and replace the defective parts, most of each day."

Drawing up a list of suitable patients. Recording patient consent in their file.

4. Mental Stress
Provide a statement to show factors inherent in your job that increase tension or anxiety. These can range from lack of privacy or emotionally disturbing experiences through to interruptions to your concentration on a task to the number of tasks you must handle at one time. How much, how long, how often?

Patient Recruitment Coordinator deals mostly with patients. Most are acutely ill. Patient recruiter must be able to travel between HSC & SBGH in the same day to have patient lists posted prior to noon. Hours are variable and dependent on course requirements August to May.

5. What control do you have over your work pace? Explain:

Dictated by number of patients required.

6. Is the nature of your job repetitive? Explain:

The job requires the Patient Recruitment Coordinator to communicate with unit managers, physicians and patients for every shift worked.

7. Is your lifestyle disrupted by work schedules or travel requirements? (Show how much, how long, how often).

No

SECTION 10. ENVIRONMENTAL HEALTH AND SAFETY TRAINING

By law, the University of Manitoba is responsible for providing a safe and healthy working environment for its staff and students. As part of this responsibility, the University must ensure that all employees receive Environmental Health and Safety training appropriate to their positions. In this section, indicate which training is appropriate for this position and indicate the priority for that training.

In order to determine what training is currently offered and when it is offered, contact the Environmental Health and Safety Office at 474-6633 or refer to their website at www.umanitoba.ca/admin/human_resources/EHSO. In addition to the general courses offered, list specific training for this position under "Other" in the list below and indicate its priority.

Required Recommended Voluntary Not Applicable

1. Health and Safety Orientation Module

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All employees are required to complete the "Health and Safety Orientation Module", preferably during the probation or trial period. Completion of this module from a previous trial period will be accepted. This module is available online at: http://umanitoba.ca/admin/human_resources/EHSO.

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|---|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. Accident Investigation & Worker's Compensation | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Supervisory "Due Diligence" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Basic Lab Safety with WHMIS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Fire Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Radiation Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. First Aid, including CPR | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7.	Workplace Hazardous Materials Info System (WHMIS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Computer "Ergonomics" (Workstation Design)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Other:				
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The incumbent is responsible for ensuring they complete all indicated training and the supervisor is responsible for enabling the incumbent to receive that training. Supervisors must arrange for all required training to be completed during regular working hours. All training is to be completed within the first year of employment in this position and refresher training conducted as is appropriate.

SECTION 11. QUALIFICATIONS

*NOTE: This section is to be completed as if the position were vacant, as it is used when preparing a position vacancy. **The qualifications required in Section 11 must be consistent with the key responsibilities and duties assigned in Section 3.** For example if Section 3 has assigned budgeting responsibilities, then Section 11 must include a corresponding level of budgeting training or experience. This will vary with the level of position, from bookkeeping knowledge or experience to formal accounting designations.*

MINIMUM FORMAL EDUCATION/TRAINING REQUIRED:

Completion of a formal training program in a related discipline from a recognized institution plus two years of directly related experience required. A combination of education and experience will be considered.

EXPERIENCE:

Previous interviewing and recruitment experience required. Knowledge of the clinical teaching units and role of medical students in a teaching hospital.

SKILLS:

Excellent communication and interpersonal skills required. Medical terminology is required. For the position at St. Boniface Hospital fluency in French would be an asset. For the position as Health Sciences Centre, fluency in a First Nations Language would be an asset.

ABILITIES:

Ability to work independently required.

OTHER JOB RELATED QUALIFICATIONS THAT MAY BE PREFERRED:

SECTION 12. SIGNATURES

I have read and understand this description of my position:

Employee Date

APPROVALS

Immediate Supervisor Date

Department Head or Grantee Date

Dean, Director, or Head of Administrative Unit Date