

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Acute Care Standards, this position provides advice, expertise, applies strategic thinking and results-based methods to ensure that the business plan goals and objectives are achieved with a focus on collaboratively developing, implementing, and monitoring standards within, and collaboratively developing, a provincial acute care performance framework.

A key focus of the team will be the effective delivery of acute services across the patient journey in the health system. Additionally, the clinical specialists work closely with a team of senior policy advisors and their manager and is also accountable for the effective and timely response to address public and patient questions, interests, and concerns.

The clinical specialists also provide subject matter expertise to a wide variety of internal and external stakeholders.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Ensure public safety by helping to develop policy to support setting minimum legislated standards and ensure they are met.

2. Provide knowledge and technical advice to the Minister, Premier, Cabinet, MLAs, AHS, Covenant Health, professional colleges, unions, surgical staff, physicians and surgeons, and leadership, municipalities, boards, Ministerial appointed boards/committees, other Federal/Provincial departments/agencies.

3. Business contract management/maintenance

Activities/scope:

- Conduct literature reviews and jurisdictional scans and provide recommendations/observations via written reports, and audio/visual presentations.
- Consult on proposed and existing legislation, policies and standards.
- Provide interpretation and explanation of current legislation to stakeholders.
 - The diversity of the position is such that the clinical specialist must be able to answer or take action on multiple questions based on several different pieces of legislation.
- Identify, evaluate and support innovative acute care strategies, programs and initiatives.
- Meet/consult with internal and external stakeholders to assist in program development from a ministry perspective.
- Meet tight timelines in varied and changing workflow environment.
- Provide representation and input to special projects in various ministries, divisions, branches and units as required.
- Draft briefing notes, letters, memos and other forms of communication that require the subject matter expertise of a clinical specialist.
- Remain competent in professional practice.
- Review, update, and develop administrative forms and supporting manuals.
- Identify performance measures and indicators

Problem Solving

Typical problems solved:

- Recommendations about how acute care services are provided
- Safety sensitive considerations
- Politically sensitive considerations
- Stakeholder issue management
- Business/operational administration and process related challenges

Types of guidance available for problem solving:

ACS clinical specialists are encouraged to work with colleagues within the branch and division to problem solve where possible, and/or ask the director or executive director for guidance.

Direct or indirect impacts of decisions:

ACS specialists have significant direct and indirect impacts to provincial strategies and policies that govern healthcare in Alberta. At appropriate times, this position is responsible for supporting and/or leading longer-term projects in complex environments.

Key Relationships

Major stakeholders and purpose of interactions:

Provides consultative services to AH or AHS staff to identify, assist and support other related access

projects that contribute to a quality, stable, accountable and sustainable health system.

Ensures that internal and external stakeholders are engaged in policy/program development to incorporate strategic policy, infrastructure, health human resources and operational perspectives.

Collaborates and liaises with AHS staff, health professionals, colleagues and decision makers to align acute care policy activities, use common, evidence-based methodologies, and avoid duplication of effort.

Key stakeholders:

- Site leadership for hospitals operated by Alberta Health Services, Covenant Health, and Lamont
- Acute Care Provincial Health Authority
- Surgical staff, physicians and surgeons
- Health Quality Council of Alberta
- EMS
- General Public

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	Other

If other, specify:

Nursing, Medical, Reg. Health Provider Equivalent education and experience may be considered.

Job-specific experience, technical competencies, certification and/or training:

Knowledge:

- Knowledge of operating room processes and surgical services locally, nationally and internationally
- Diverse clinical experience as a regulated healthcare provider
- Strong working knowledge of computers and information technology systems
- A strong working knowledge of Alberta's integrated healthcare system
- Working knowledge of Alberta's legislation and policy related to health systems, acute care and surgery including chartered surgical facilities
- Strong working knowledge of clinical surgical operations

Skills:

- Experience in leadership roles and functions
- Experience working with governments (municipal, provincial and federal)
- Experience conducting research and critical appraisals of evidence
- Excellent interpersonal and communication skills, both written and oral
- Strong critical analysis skills
- Conflict resolution skills
- Project and time management skills

Abilities:

- Able to work independently in an unsupervised (remote) environment
- Able to work effectively as a team member
- Ability to lead projects and provide clear, concise updates to leadership
- Establish positive working relationships with varied stakeholders

Additional:

- Registered healthcare provider, plus 3-5 years of progressively more complex management and leadership responsibilities.
- Minimum of Bachelor's degree is required.
- Masters level training is preferred
- Equivalent education and experience may be considered.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<ul style="list-style-type: none"> - The work and priorities of the ACS unit are dynamic and subject to frequent change. - The ACS unit is a small team with provincial obligations requiring clinical specialists to be flexible and adaptable.
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<ul style="list-style-type: none"> -The Standards Unit is newly created and this role requires developing new networks and identify key stakeholders, both internally and externally.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<ul style="list-style-type: none"> - Acute care is the largest and most complex sector of the health system. As such, the ACS unit is required to routinely re-evaluate its approach to complex problems and potential solutions.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different 	<ul style="list-style-type: none"> -The ACS specialists work closely with ACB analysts on the policy, standards and reporting in the unit. Systems thinking is a critical competency that

		options <ul style="list-style-type: none"> • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	allows translation of specialists licensing and compliance, frontline experience and stakeholder engagement efforts to be applied to a broader policy framework.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

- Licensing and compliance roles of Continuing Care
- EHS specialist roles

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature
_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature