

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Clinical Specialist

Requested Class

Medical and Health 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

PSB, Divisional Services Branch

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Senior Manager (Zone 1)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Clinical Services, 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 Diagnostic Imaging and Lab 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:

Provides expert advice on governmental Diagnostic Imaging/ Lab projects and collaborates with other team members to support the development and implementation of programs and operational policies, including management of

Diagnostic Imaging / Lab governmental projects across the province, in relation to the overarching Acute Care Organization (ACO) within the Ministry of Health. Carries out short-term projects or are responsible for a component of a large Diagnostic Imaging/ Lab project or initiative that may impact the branch or division. Focus on program analysis, legislative and policy analysis, change management, compliance, strategic engagement and communication.

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, emergency department staff, physicians, 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 Diagnostic Imaging and Lab 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:

Diagnostic Imaging and Lab 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:

Diagnostic and Lab 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 Diagnostic Imaging and Lab facilities operated by Alberta Health Services, Covenant Health, and Lamont
- Acute Care Provincial Health Authority
- College of Physicians and Surgeons of Alberta
- DI and Lab staff and physicians
- Health Quality Council of Alberta
- General Public

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Other

Designation

Other

If other, specify:

Nursing, Medical, Reg. Health Provider Med Lab Science/ DI education and experience may be considered.

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

Knowledge:

- Knowledge of diagnostic imaging and lab practices and 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 and acute care
- Strong working knowledge of clinical emergency 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 type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices | <ul style="list-style-type: none"> - The work and priorities of the DI/ Lab unit are dynamic and subject to frequent change. - The DI/ Lab unit is a small team with provincial obligations requiring clinical specialists to be flexible and adaptable. |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood | <ul style="list-style-type: none"> -The DI/ Lab facilities are crucial areas that provide linkage between the primary care and acute care for most patients by providing screening, assessment, or confirmatory testings. Due to high demand, system bottlenecks are seen. As such, the QPP DI/ Lab is required to routinely re-evaluate its approach to complex problems and potential solutions. |
| Creative Problem Solving | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization | <ul style="list-style-type: none"> - Acute care is the largest and most complex sector of the health system. As such, the QPP DI/ Lab unit is required to routinely re-evaluate its approach to complex problems and potential solutions. |

