

POSITION DESCRIPTION

JOB TITLE:	Coordinator Continuing Competency Program
POSITION CATEGORY:	Part time employee
REPORTING TO:	Registrar/Deputy Registrar
DIRECT REPORTS:	None

SUMMARY

All activities are carried out in support of the College of Physiotherapists of Manitoba (CPM) regulatory mandate to serve and protect the public interest. The Coordinator is responsible for providing education and resources to physiotherapists related to the program, reports to the Registrar/Deputy Registrar, but is expected to conduct their duties independently and with minimal supervision. Teamwork and an understanding of the regulatory objective of the College are essential to the position.

DUTIES AND RESPONSIBILITIES

1. Program Development - includes:

- implementing, evaluating and updating the process for registrants to report their Continuing Competence Activities
- developing, revising, and implementing the process for registrants to report their Continuing Competence Activities for Reserved Acts under the RHPA
- implementing, evaluating and updating Practice Auditor training programs including providing yearly feedback to the Practice Auditors based on data collected
- monitoring registrant compliance with each step of the reflective practice, practice audit, and practice support processes of the Continuing Competency Program (CCP)
- identifying the need for support, guidance and education of registrants based on their understanding of the reflective practice process
- compiling information and presenting registrant files to the Continuing Competence Committee
- initiating correspondence with registrants regarding CCP requirements
- designing and modifying CCP documentation, resources and templates
- monitoring the existing database and tracking system of the Continuing Competence Program data and make recommendations for change

2. Registrant Consultation and Support - Includes:

- educating registrants on CCP requirements to ensure program compliance
- supporting registrants in the CCP process
- monitoring registrant compliance with CCP requirements
- taking appropriate actions in situations of non-compliance
- responding to queries relating to the CCP received by CPM (telephone, email and mail)

3. Registrant Education - Includes:

- creating and developing educational materials and programs relevant to the CCP
- planning and delivering information sessions on the CCP
- providing regular articles for the College newsletter to ensure registrants stay informed

4. Other Activities- Includes:

- compiling and reporting data relevant to the CCP for the annual report and for the 5 year evaluation of the program for the Deputy Registrar and Council
- writing a yearly summary for the Annual General Report
- writing reports for appropriate committee review and publication
- developing, revising, and redesigning ongoing research projects relating to the CCP
- participating in external committees related to continuing competence
- completing any other tasks that may arise in the implementation and ongoing maintenance of the CCP

EDUCATION AND EXPERIENCE:

- Physiotherapist in good standing with CPM or eligible for registration
- Minimum of a three (3) year undergraduate degree in physiotherapy, or a two (2) year Masters degree in Physiotherapy
- Minimum of five (5) years on the Active Practice Register
- Must have successfully passed the Practice Audit process (a practice audit will be arranged for those who have not yet participated in an audit)

SKILLS, KNOWLEDGE AND ABILITIES

- Working knowledge of health professions' regulation and the CPM mandate and values
- Solid understanding of clinical practice, standards of practice and related professional obligations
- Ability to work independently and to perform effectively as a member of a team in a fast paced environment

- Effective written and verbal communication skills
- Exceptional attention to detail
- Experience with Microsoft Word, Excel, Power Point, and databases
- Demonstrated organizational skills
- Willingness to be flexible
- Commitment to lifelong learning, the policies and the principles of the College
- French language skills are an asset

REPORTING RELATIONSHIPS:

- Continuing Competence Coordinator reports directly to the Deputy Registrar

ENVIRONMENTAL CONSIDERATIONS:

- None

CONDITIONS OF EMPLOYMENT

The successful applicant must:

- have a car and valid driver's license
- be able to travel in Manitoba as well as outside of the province
- sign a Confidentiality Agreement with the College
- be able to work days or evenings and weekends, as required

The following will be determined mutually with the candidate:

- Part-time: 2 days a week, Days/hours to be determined mutually with candidate
- Additional hours may be required during busy times of the year
- Remuneration: Hourly wage to be based on education and experience
- Negotiable start date: preferably May 1, 2023

The successful candidate would be expected to attend the AGM.

Please submit your resume and cover letter to:

Jennifer Billeck, Registrar/Executive Director at info@manitobaphysio.com

Closing Date: Friday March 3, 2023 at noon.

Thank you for your interest. Only those considered will be contacted.