

Coordinator, Continuing Competency Program

Job Description

Provide professional expertise to the Registrar and the Deputy Registrar and provide registrant support, guidance and education opportunities to assist registrants with meeting program requirements.

Duties and Responsibilities

MAJOR RESPONSIBILITY AREAS:

1. Program Development - includes:

- implementing, evaluating and updating the process for registrants to report their Continuing Competence Activities
- 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- identifying need for remediation and referral to the Continuing Competence Committee (CCC) for the practice support component of the program
- identifying registrants, based on compliance with the Continuing Competency Program and the program policies, and make recommendations to the CCC for referral to the Registrar
- compiling information and presenting registrant files to the CCC
- initiating correspondence with registrants regarding CCP requirements
- designing and modifying CCP documentation resources and templates
- evaluating, revising, and or redesigning the existing database and tracking system of the Continuing Competence Program data.

2. Registrant Consultation and Support - Includes:

- reviewing CCP requirements to registrants, advising registrants on appropriate measures 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
- facilitating understanding of the CCP to registrants through communications, and reviewing the purpose and goals of the CCP with registrants

4. Accountability and Reporting - Includes:

- compiling and reporting data relevant to the CCP for the annual report and for the 5 year evaluation of the program for the Registrar and Council
- writing a yearly summary for the Annual Report
- writing reports for appropriate committee review and publication
- developing, revising, and redesigning ongoing research projects relating to the CCP
- 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 two (2) year Masters degree in Physiotherapy
- Must have successfully completed a practice audit (a practice audit will be arranged for those who have not yet completed the audit)
- Minimum of five (5) years with the following types of experience or skills:
 - time management
 - organization
 - team delegation
 - computer programs such as Microsoft Word, Excel, Power Point and Databases
 - experience dealing with the public
 - conflict management
 - clinical practice
 - public speaking

The following additional knowledge and skills are also required:

-Critical-thinking, decision-making, communication skills (written and verbal), ability to educate adults, assessment skills and attention to detail

Other:

- commitment to lifelong learning, the policies and the principles of the CCP
- Excellent English written and oral communication skills
- French language skills are an asset

REPORTING RELATIONSHIPS:

- the Continuing Competence Coordinator reports directly to the Registrar
- one (1) Administrative Assistant will report to the Continuing Competence Coordinator

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, and be able to work the occasional evenings and weekend, as required.

Other details regarding the position are as follows:

- Part-time: Days/hours to be determined mutually with candidate
- Additional hours may be required during busy times of the year
- Hourly wage to be based on education and experience
- Start date: December 1, 2019.

Please submit your resume and cover letter to:

Brenda McKechnie, Registrar/Executive Director

College of Physiotherapist of Manitoba

1465A Pembina Hwy

Winnipeg, MB R3T 2C5

Phone: (204) 287-8502

Fax: (204) 474-2506

Closing Date: November 6, 2019

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

For information about the College of Physiotherapists of Manitoba, visit our website:

<http://www.manitobaphysio.com>