

College of Midwives of Ontario

Position: Coordinator, Quality Assurance & Assessments

Job type: 1 FTE (37.5 hours/week)

ABOUT THE POSITION:

The purpose and mandate of the College of Midwives is to protect the public by making sure all midwives, operating in the province, are ethical, competent, and accountable. We have been the regulating body in operation since 1993 and we are a collaborative team that works together to make sure the College fulfills its mandate of regulating in the public interest.

The Coordinator, Quality Assurance and Assessments will oversee the coordination and administration of the Quality Assurance Programs, the Midwife-led Birth Centre Assessment Program, Competency-Based Assessments, compliance monitoring, and quality assurance committee and panels.

KEY RESPONSIBILITIES:

Expertise

- Acts as a College resource on the Professional Development Portfolio Program, Peer and Practice Assessments, Midwife-Led Birth Centre Assessment Program, Competency-Based Assessments, and compliance monitoring.
- Provides expertise and knowledge through participation in process development and improvement projects
- Effectively manages high-volume workload ensuring annual goals and workplan items are achieved
- Maintains relevant knowledge of data management systems and procedures
- Maintains up-to-date knowledge of relevant legislation, by-laws, standards and policies
- Maintains up-to-date knowledge of the College's policies related to privacy and information management and ensures compliance in all relevant work
- Identifies issues and trends, prepares reports and makes suggestions for quality improvement

Quality Assurance Committee

Supports the Director in their oversight of committee and panel work including:

- Annual planning
- Administering the logistics of all meetings, preparing and distributing materials, tracking issues, recording minutes, and maintaining committee files

- Developing and coordinating committee resources to support orientation and training for committee members
- Ensuring appropriate follow-up to committee and panel decisions and requests
- Supports the decision writing process
- Other work including project work as needed

QA Program & Assessment Coordination

Coordinates all components of the Professional Development Portfolio Program, Peer and Practice Assessments, Midwife-Led Birth Centre Assessment Program, Competency-Based Assessments, and compliance monitoring, including:

- Annual planning
- Stakeholder engagement and communications
- Delivery of annual and emergent activities including program and policy review
- Monitoring and tracking compliance and ensuring appropriate follow-up activities are conducted
- Coordinating the annual recruitment, selection, and training of assessors
- Coordinating logistics of and providing support for assessments, including communication and support to assessors
- Creating invoices and tracking receivables for fees related to assessments
- Collect and analyze program evaluation information and present data-driven insights for quality/process improvements
- Making recommendations for changes to policies relating to program areas
- Assisting in the maintenance of the database and files

Team Collaboration

- Provides relief to other members of the College as required
- Develops, completes or manages ad hoc projects as required
- Works with colleagues to operationalize the strategic plan of the College

QUALIFICATIONS & COMPETENCIES

- A combination of competencies, education, and related work experience will be considered
- A college diploma or Bachelor's degree in a related field or discipline is preferred
- A minimum of 3 years of relevant experience is required, as well as knowledge of general office practices, procedures and standards, and the ability to work independently and meet deadlines.
- Experience in a Microsoft Office environment required.
- Excellent verbal and written communication skills required.
- Strong planning, organizational and time management skills required, including flexibility for multi-tasking and changing priorities at short notice.

- Excellent interpersonal and motivational skills required, as well as the ability to maintain program confidentiality.
- Ability to maintain awareness of and practice cultural safety.
- Ability to foster and maintain long-term relationships for stakeholders.

THE POSITION PACKAGE INCLUDES:

- Salary – \$59,000 – \$70,800 depending on experience
- Excellent benefits including vision and health insurance
- Three weeks paid vacation
- Personal/Sick Days offered
- One extra paid week off over the December Holidays

This is a collective bargaining unit position with AMAPCEO.

HOW TO APPLY

Please submit your Cover Letter and Resume to Lieran Docherty, Director of Operations at L.Docherty@cmo.on.ca by Friday May 12, 2023. Applications will be reviewed as they are received and rolling interviews may be conducted.

At the College of Midwives of Ontario, we are committed to fostering a healthy, positive, diverse, and inclusive work environment. The College recognizes the value of lived, educational, and professional experience in skill building. If you are enthusiastic about this position and believe you have the capabilities and commitment to the objectives, requirements, and responsibilities of the role, but your qualifications do not align perfectly with every requirement in the job description, we encourage you to apply.

In accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code, 1990*, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the hiring committee of any accommodations(s) you may require ensuring your equal participation.