

## **WE'RE HIRING: CLINICAL DIRECTOR**

Are you a dynamic Nurse Practitioner who is passionate about sexual and reproductive health? Are you keen to lead a clinical team that prioritizes collaboration, communication, adaptability, and flexibility? Are you committed to healthcare that is stigma and judgment free? We want to hear from you! Planned Parenthood Regina (PPR) is seeking a Clinical Director.

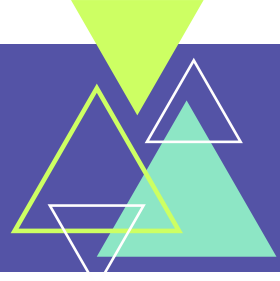
### **About the Position:**

- The Clinical Director is a Nurse Practitioner who is accountable for the provision of safe, competent, and ethical client care offered through the services and programs at PPR and assumes responsibility for the implementation, delivery, coordination, and supervision of PPR clinical and medical services. A comprehensive Clinical Director Job Description can be found below.
- This is a full time (37.5 hours/week), permanent position with a target start date of January 3, 2023 or earlier.
- The starting salary for this position is \$107,580 (\$55.17/hour equivalent) which is based on the Nurse Practitioner wage outlined in the Saskatchewan Association of Health Organizations / Saskatchewan Union of Nurses Wage Scale (April 1, 2022) plus 7% in recognition of management duties.
- PPR employees earn 1.25 days of vacation leave and 1.25 days of sick leave per month (15 days each per year) and can expect salary and vacation increases on their third and fifth employment anniversaries.
- Employees are given paid days off on all Canadian stat holidays as well as Easter Monday. PPR offices are closed during the holiday season (December 26 to 31).
- Employees have access to a benefits plan that includes comprehensive health, drug, vision, and dental coverage, including access to diverse mental and physical health supports (such as counselors and naturopaths).

### **About Us:**

- Planned Parenthood Regina (PPR) provides accessible and confidential sexual health services to clients in Regina and surrounding areas with a priority focus on youth. We envision a community that celebrates healthy sexuality in all its diversity of expression. We provide leadership in the areas of contraceptive and sexual health education, ensure confidential and affirming care, respect an individual's right to choose, and never stop advocating for our clients





- We are a registered, non-profit organization, governed by the Saskatchewan Not-for-Profit Act. Our work is guided by a volunteer Board of Directors and Medical Director.
- We are currently in the midst of a major transition, moving into our new clinic and office location, and planning for a grand reopening in January 2023.

### **How to Apply:**

- Candidates are asked to provide a single PDF submission of a cover letter and resume which can be sent via email to [risa@ppregina.com](mailto:risa@ppregina.com). Applications will be accepted no later than December 16, 2022 at 5:00pm (CST). In their cover letter, applicants should speak to their suitability in relation to the details outlined in the Clinical Director Job Description.
- We encourage applicants to identify if they belong to any equity-seeking groups. PPR defines equity-seeking groups as Indigenous people, especially those who are Indigenous to Treaty 4 territory, where PPR is based; Black people; people of colour; Two-Spirit, queer, trans, and non-binary people; disabled people, including (but not limited to) those who experience mental illness and those with learning disabilities; neurodiverse people; people who currently experience or have experienced poverty and/or homelessness; women. Members of equity groups will be prioritized for this position as long as they meet the minimum requirements.

### **About the Hiring Process:**

- Candidates will be assessed by a Hiring Committee made up of the PPR staff and board members.
- All candidates who submit an application shall be notified if they were not successful in moving forward for an interview before the successful candidate is announced. All candidates who participate in an interview and are not successful shall be similarly notified.
- During the hiring process, a review matrix shall be created that aligns directly with the core responsibilities outlined in the Clinical Director Job Description. This review matrix shall be used to determine the suitability of all candidates.
- All candidates who participate in an interview will be asked to provide a minimum of three professional references who can speak to their suitability for this position.



**CLINICAL DIRECTOR  
JOB DESCRIPTION**

<b>Position Summary:</b>	The Clinical Director (CD) is a Nurse Practitioner (NP) who is accountable for the provision of safe, competent, and ethical client care offered through the services and programs at Planned Parenthood Regina (PPR) and assumes responsibility for the implementation, delivery, coordination, and supervision of PPR clinical and medical services.		
<b>Reports To:</b>	Executive Director	<b>Adopted:</b>	<b>TBD</b>
<b>Clinically Supervises:</b>	Licensed Practical Nurse Medical Receptionist	<b>Last Reviewed:</b>	<i>December 1, 2022</i>

**The ideal CD will possess:**

- Passion for stigma-free sexual and reproductive health care.
- Progressive skills that align with PPR's values of leadership, expertise, and advocacy for change at the systemic level.
- A comprehensive understanding of client-centered, inclusive, and trauma-informed care, and dedication to the principles of harm reduction.
- Exceptional skill in the competencies as outlined below and appropriate within the NP scope of practice
- Commitment to working closely with staff, physicians, nurses, and the community to ensure the delivery of effective and efficient sexual health services. This includes collaborating with the Executive Director and volunteer Medical Director to ensure PPR medical practices meet the highest standards of care.
- Interest in working in a non-profit healthcare setting and participating in non-profit operations as required by the Executive Director.

## **Core Responsibilities:**

It is expected that the CD will:

- Maintain absolute confidentiality of all information pertaining to PPR services per the details outlined in the PPR Confidentiality Agreement (to be signed upon hiring).
- Display a positive attitude in all relationships with clients, healthcare professionals, vendors, public, and the PPR team of staff, Board of Directors, and volunteers.
- Communicate clearly, concisely, and accurately, supporting a work environment that supports and empowers the PPR team.
- Promote PPR values in the community and with other agencies and professionals.
- Be familiar with and adhere to all PPR policies and procedures.

### 1. Clinical Care

- As one of a team of clinical staff, the CD is responsible for utilizing wise practices and evidence informed approaches for the provision of safe, competent, and ethical client care including adherence to all medical directives and the performance of duties as outlined below and appropriate within the NP scope of practice.
- As a self-regulating professional, the CD is responsible to act professionally and be accountable for their own practice. This includes understanding and adhering to the standards of practice and bylaws set by the College of Registered Nurses of Saskatchewan (CRNS) and Saskatchewan Association of Nurse Practitioners (SANP).
- Specific clinical care duties include:
  - obtaining a thorough and accurate client health history which may include conducting physical and mental health assessments;
  - providing health education, health promotion, supportive counseling, and/or crisis intervention to clients where appropriate;
  - providing STI testing including drawing blood and other diagnostic methods as ordered;
  - interpreting lab results;
  - monitoring clients with positive STI test results and managing reporting per Saskatchewan Public Health policies;

- providing contraception and emergency contraception consultation and prescriptions;
  - providing IUD consultation, inserts, checks, and removals;
  - administering contraceptive injections (such as Depo Provera);
  - administering contraceptive inserts (such as Nexplanon);
  - conducting pregnancy testing and providing pregnancy options support and/or referral to community agencies based on patient need;
  - providing Mifegymiso prescriptions and overseeing all follow up for clients who take Mifegymiso to terminate pregnancy, following all relevant provincial and national policies as adopted in the PPR Clinical Policies and Procedures Manual;
  - providing general health prevention consultation (ex. cervical cancer screening);
  - coordinating with healthcare professionals and outside agencies, including but not limited to the Saskatchewan Health Authority, Sexual Health Clinic, Women's Health Centre, and Aids Programs South Saskatchewan, and providing referrals as needed;
  - providing follow-up for all visiting healthcare providers (such as Medical Residents and physicians);
  - ensuring follow-up with clients is completed or handed off to another care provider to complete;
  - maintaining medical records, assuring accuracy, completeness, and compliance with regulations, professional standards, and legal and ethical standards per PPR policies;
  - taking on additional tasks as assigned, such as tidying clinic rooms, emptying garbage, restocking clinic supplies, etc.
- Specific outreach duties include:
    - maintaining cultural competence and knowledge about sexual diversity;
    - assisting with PPR educational programs such as attending pop-up events and presenting on sexual and reproductive healthcare (as needed);
    - supporting the development of educational material focused on sexual and reproductive health;
    - using a client-centered, inclusive, and trauma-informed approach to sexual and reproductive healthcare, and understanding the principles of harm reduction to consider the unique needs of clients representing populations that are most at risk for negative sexual and reproductive health outcomes;

- promoting a social determinants of health perspective and ensuring that clients are referred when necessary for health issues related to or unrelated to sexual and reproductive health.

## 2. Clinical Oversight and Supervision

- Take a leadership role in clinical supervision of the clinical team. This includes:
  - providing ongoing training and oversight of all PPR nurses (including additional NPs) to ensure they are complying with clinical protocol directives, policies, and procedures;
  - collaborating with the Executive Director on the performance management, probationary review, and annual review of all clinical employees;
  - collaborating with the Executive Director to ensure appropriate staffing and coverage levels, including working together to approve vacation requests from clinical staff.
- Collaborate with the Executive Director and Medical Director to develop, review, and update (annually, at minimum) the Clinical Policy and Procedures Manual and ensure all PPR personnel understand their responsibilities in the areas of clinical service.
- Monitor medical supplies and approve supply orders per the approved clinical budget.
- Monitor all medical fridges and other storage to ensure appropriate temperature range.
- Maintain oversight over laboratory services including audits to ensure compliance with provincial regulation.
- Contribute to the planning and evaluation of all clinical services.
- Provide support in collecting data and other appropriate administrative tasks as required.

## 3. Non-Profit Administration

- Provide, at minimum, written quarterly reports to the Board of Directors on clinical initiatives.
- Participate in organizational planning processes including attending regular staff meetings and supporting strategic planning.
- Contribute to the development of PPR policies and procedures.
- Support advocacy efforts that aim to influence positive, community-minded systemic change in sexual and reproductive healthcare at the provincial and national level.

- Participate in the orientation and training of new PPR employees, students, and volunteers.

The CD shall be managed per all relevant PPR policies. These policies include details on compensation (including pay, benefits, vacation, and sick time), hours of work, access to professional development support, and other details pertaining to the management of PPR employees.

### **Minimum Requirements:**

- Graduate of an accredited nursing program with a masters leading to a NP certification.
- Evidence of good standing with College of Registered Nurses of Saskatchewan (CRNS) and Saskatchewan Association of Nurse Practitioners (SANP). It is expected that the CD maintains an annual license to practice and provides proof of license, a copy of which to be kept in their employee file.
- Comprehensive understanding of the RN and NP professional scope of practice as outlined by the Saskatchewan Registered Nurses Association and Saskatchewan Nurse Practitioners Association.
- A minimum of five years of clinical experience as a NP with preference given for those with previous roles in public health, sexual and reproductive health, or other applicable areas
- Demonstrated skills in clinical administration and management, including:
  - exceptional verbal and written communication skills;
  - experience with clinic management (such as managing medical supplies including ordering and storing, and overseeing lab services);
  - experience supervising staff.
- Willingness to supply a criminal record check and vulnerable persons check dated no more than six months prior to their employment start date, a copy of which to be kept in their employee file.
- Proof of up-to-date immunizations, including the COVID-19 vaccination, a copy of which to be kept in their employee file.
- Current Basic Life Support for Healthcare Providers certification, a copy of which to be kept in their employee file.

### **Preferred Requirements:**

- A commitment to continued learning and professional development by attending in-services, workshops, and conferences.
- Understanding of computer software, including online file sharing networks such as GoogleDrive.