



Hôpital général de Nipissing Ouest
West Nipissing General Hospital

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6
TEL: (705) 753-3110 • FAX: (705) 753-0210

**PERMANENT FULL-TIME
MANAGER
DIAGNOSTIC AND THERAPEUTIC SERVICES**

West Nipissing General Hospital

The Manager reports to the Chief Financial Officer and participates as a member of a multidisciplinary team to deliver quality diagnostic and therapeutic services. This managerial position is responsible for the results and activities of the Hospital's Laboratory, Diagnostic Imaging, Respiratory Therapy and Rehabilitation Departments. This involves providing effective leadership and managing the day-to-day operation of these services.

Education, Experience & Professional Registration:

- Current registration with College of Medical Laboratory Technologists of Ontario and/or College of Medical Radiation Technologist of Ontario
- Medical Laboratory Technologist and/or Medical Radiology Technologist
- Bachelor of Science or equivalent an asset
- Two (2) years of clinical and management experience in an acute health care facility
- Knowledge and experience in the Hospital Accreditation process an asset
- Knowledge and experience with IQMH accreditation process an asset
- Experience managing in a unionized work environment

Skills Required:

- Ability to effectively manage various diverse portfolios
- Ability to organize workload demands and to establish priorities
- Ability to work collaboratively with all members of the health-care team
- Proficient in the use of various computer software programs (Microsoft Suite)
- Demonstrated leadership and team building skills
- Critical thinking skills and ability to apply best practice principles
- Exceptional communication and interpersonal skills
- Ability to perform duties in a professional and respectful manner
- Supports and promotes a culture of safety for staff and patients
- Excellent attendance record
- Bilingualism (French and English) an asset

Qualified candidates are invited to submit their cover letter and resume to:

West Nipissing General Hospital - Human Resources
725 Coursol Road Sturgeon Falls, ON P2B 2Y6
Fax: 705-753-0210

Email: humanresources@wnggh.ca

The WNGH has policies in place to demonstrate its commitment to ensuring that all individuals are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation.

Version française disponible au Bureau des Ressources Humaines

The WNGH is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. Should you require accommodation in the recruitment process, please contact the Human Resources Office.

July 24, 2018



Hôpital général de Nipissing Ouest
West Nipissing General Hospital
www.wngh.ca

JOB DESCRIPTION

JOB TITLE: Manager, Diagnostic and Therapeutic Services

REPORTS TO: Chief Financial Officer

JOB SUMMARY

The Manager is responsible and accountable for the overall management and direction of diagnostic and therapeutic services and works in accordance with hospital policies, procedures, and budgetary allocations.

MAJOR DUTIES AND RESPONSIBILITIES

Departmental Management

- Responsible for developing, implementing, communicating and ensuring compliance with hospital policies and procedures
- Ensures departmental policies meet the requirements of Ministry of Health, NELHIN, relevant government legislation and regulations
- Establishes and reviews departmental goals, objectives and standards in collaboration with staff
- Ensures that the department functions and activities are aligned with the hospital's strategic plan, goals, objectives, mission and vision statements
- Assesses and responds to daily operational concerns, and develops/implements a plan for corrective action
- Promotes and communicates a culture that recognizes the importance of providing quality patient care, patient centeredness and patient safety
- Promotes an environment of positive relationships, communications, cooperation/teamwork and respect
- Demonstrates leadership practices enhancing employee engagement and improving staff and patient/resident satisfaction
- Promotes a culture of safety which encourages prevention, reduces errors and safeguards patients and staff from harm
- Responsible for enforcing health & safety policies, investigating and responding to complaints and reporting any incidents of workplace violence and harassment
- Promotes and participates in the quality assurance, risk management and quality programs
- Prepares and controls the budget for the diagnostic and therapeutic services
- Promotes and participates in the accreditation process

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Departmental Management (Continued)

- Contributes to corporate strategic direction, long term planning and capital expenditures through participation on key organizational committees
- Determines the material/equipment needs of the departments, and ensure an effective preventative maintenance program is maintained

Human Resources Management

- Initiates the recruitment process in conjunction with the Human Resources Department
- Responsible for the supervision of employees, including providing guidance, direction and assistance, employee reinstruction and/or corrective disciplinary action
- Conducts performance appraisals
- Promotes staff development and continuing education
- Assesses staff educational needs, plans teaching and/or in-service, ensures staff participation at educational sessions
- Ensures effective delivery of employee orientation and training programs
- Responsible for ensuring a safe work environment exist for staff in accordance with health and safety policies
- Schedules regular staff meetings and encourages staff participation in problem solving and decision making process
- Develops work schedules, assign hours and areas of work to maintain an adequate level of competent staff
- Involves and communicates quality assurance and quality activities to staff
- Responsible for maintaining current job descriptions in conjunction with Human Resources Department
- Works in compliance with collective agreement language

ACADEMIC/EDUCATIONAL REQUIREMENTS

- Medical Laboratory Technologist and/or Medical Radiology Technologist Diploma
- Registration with the College of Medical Radiation Technologists of Ontario (CMRTO) or College of Medical Laboratory Technologists of Ontario (CMLTO)
- Bachelor of Science or equivalent an asset

REQUIRED SKILLS/EXPERIENCE

- Effective interpersonal and problem solving skills
- Strong oral and written communication skills
- Strong organizational and time management skills
- Effective leadership and team building skills
- Computer proficiency a requirement
- Clinical and Management experience an asset
- Experience in a health care environment an asset
- Bilingualism (French/English) is an asset

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WORKING CONDITIONS

- Pleasant and healthy work environment
- Ability to multi-task and prioritize in a high volume, fast paced work environment
- Flexible hours of work
- Potential exposure to infectious diseases and illnesses
- Exposure to extensive noise levels

MENTAL EFFORT

- High level of mental effort required
- Decision making at Management level

PHYSICAL EFFORT

- Occasional physical exertion, variety of sitting, standing, walking

TYPE OF SUPERVISION RECEIVED

- Chief Financial Officer

TYPE OF SUPERVISION GIVEN

- Responsible for the direct supervision of all designated staff within the assigned departments

Date Approved: February 1998

Revision Date: July 2018

Review Date: September 2017