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| **Clinic Supervisor**   |  |  |  |  | | --- | --- | --- | --- | | **Competition #** | \_\_\_\_\_\_\_\_\_\_\_\_ | **Location:** | Bayview | | **Classification:** | Regular Full-Time | **Department:** | Odette Cancer Centre- Nursing | | **Salary:** | $41.798- $53.398/hr. | **Union:** | Non union | | **Hours of Work:** | Monday – Friday; Days, 8 hrs; (with some flexibility) | | |   Summary of Duties  The Odette Cancer Centre is an ambulatory care facility dedicated to the treatment and support of outpatient cancer patients and their families. Large volumes of patients flow through the centre on a daily basis for clinical assessment, radiation, chemotherapy, minor surgery, diagnostic &/or therapeutic procedures. The clinic supervisor is responsible for the daily operation of assigned clinics and disease site groups within the ambulatory clinics. Duties include, but are not limited to: monitoring the clinic environment (eg. equipment, supplies, IT systems), ensuring patient safety & mitigating risk through enforcement of policies & procedures, managing human resource requirements and performance-related issues, ongoing recruitment & retention of staff, conducting performance reviews, addressing patient & family concerns, operationalization of centre-wide quality improvement initiatives with ongoing monitoring & evaluation, day-to-day staffing, program planning, development, implementation, & evaluation, facilitating professional development, chairing of site-based team meetings, and organizational meeting participation.  Creating a supportive environment for patients and their families through the daily management of appropriate staffing levels, clinic processes, and facilitating interprofessional communication is of utmost importance to this role. The clinic supervisor for ambulatory clinics is critical to the successful operations of the Odette Cancer Centre.  Qualifications/Skills   1. Bachelor’s Degree required; BScN preferred 2. College of Nurses of Ontario certificate of competence required 3. 3-5 years acute care clinical experience; oncology experience preferred 4. Recent relevant supervisory or leadership experience in health care 5. Superior organizational, leadership, communication, and decision-making skills 6. Demonstrated coaching and an empowering style of management 7. Ability to manage effectively in a fast-paced, constantly changing environment 8. Demonstrated commitment to excellence in patient centred care, including shared governance and inter-professional care teams 9. Ability to follow through on key initiatives and meet targeted deadlines and deliverables 10. Excellent change agent skills 11. Excellent oral and written communication skills   **Date Posted:**  **Last Day for Application:**   * The location and/or details in the job posting may change depending on operational needs. * Qualified Applicants must submit both an Internal Application/Transfer Form and current Résumé to the Human Resources Department at their campus. Qualifications, skills and demonstrated satisfactory attendance and performance are considered as part of the selection process. * Sunnybrook is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your Internal Application/Transfer Form. |