



HIV Clinical Education Coordinator Manitoba HIV Program Job Description

Purpose Statement

The Manitoba HIV Program works to ensure all Manitobans living with HIV have access to safe, quality primary care, psychosocial supports and HIV treatment close to home. The HIV Clinical Education Coordinator is key to identify, develop and implement strategies to build and maintain capacity for care for people living with HIV across the province.

Overview

Reporting to the Program Lead, Manitoba HIV Program, the HIV Clinical Education Coordinator leads all clinical education efforts for the Manitoba HIV Program. This includes the development, coordination, evaluation and enhancement of the Program to Access Treatment for HIV and Support (PATHS) across Manitoba, as well as the clinical and service model delivery mentorship of PATHS. The HIV Clinical Education Coordinator is also responsible for the development, implementation and evaluation of all primary care HIV education, consultation, training and preceptorship activities province wide.

Working Conditions

The job is currently located at 705 Broadway in Winnipeg and requires the incumbent to be physically capable to complete the majority of their work. Requires sitting at a computer desk as well as mobility throughout the building. Requires good manual dexterity, visual and aural acuity. Please refer to the Position Job Hazard Analysis for detailed description.

Regular work hours fall between 0800 and 2000. Regular workdays occur Monday through Friday. Occasional evenings and weekend shifts may be required. The incumbent must be able to work flexible hours. Overtime and flextime is not a normal requirement of this position. Should program operations require such scheduling adjustments, these must be approved in advance by the Program Director.

This position requires travel throughout the province. A Valid Class 5 driver's license and access to a vehicle is required.

Qualifications

Required:

- Baccalaureate in Nursing from a recognized university.
- Registered with the College of Registered Nurses of Manitoba or College of Registered Psychiatric Nurses of Manitoba.
- Basic Cardiac Life Support Certificate.
- Certification in HIV/AIDS nursing (ACRN) (or obtained within 1 year of employment).
- Completion of British Columbia Centre for Excellence in HIV/AIDS HIV Treatment and Management online training course (or obtained within 1 year of employment).
- Minimum 4 years of nursing experience required.
- Minimum 3 years of nursing experience in the assessment and treatment of acute mental health and substance use disorders.
- Experience planning, administering, supervising and evaluating health programs and clinical service.
- Demonstrated clinical skills in health assessments, physical examination and nursing interventions.
- Demonstrated clinical skills in psychiatric assessment within a biopsychosocial framework, crisis intervention, therapeutic communications and awareness of community resources available to clients with psychosocial, psychiatric, and chemical dependency needs.

- Manitoba Indigenous Cultural Safety Training (MICST) (or obtained within 1 year of employment).
- Excellent interpersonal and communication skills.
- Able to work independently.
- Experience in electronic medical records and working knowledge of medical charting systems and principles.
- Demonstrated computer competency and experience working with Microsoft applications including Word, Excel, Power Point, and Outlook.
- Able to effectively manage multiple tasks and inquiries.
- Able to work effectively in a team environment.
- Able to maintain confidential and sensitive information.
- Able to manage inter-personal conflict in a respectful manner.
- Proof of Immunization & Testing (rubella, measles, hepatitis B, varicella, tuberculosis, covid-19).
- Valid Class 5 driver's license and use of a personal vehicle for work related activities.

Preferred:

- Master's Degree in Nursing, Community or Public Health.
- Knowledge of cultural safety and experience working with/in Indigenous communities.
- Experience working in community settings, case management, harm reduction and STBIs.
- Experience in teaching, education and program development and evaluation.
- Competency in an Indigenous language.

Job Description

Program Administration

- Leads the development, coordination, provides mentorship, evaluation and strategic enhancement of the Program to Access Treatment for HIV and Support (PATHS) to provide low threshold, wrap around, and intensive case management services in community for clients not linked to HIV care.
- Leads the development and enhancement of PATHS policies and procedures.
- Builds capacity at PATHS host sites to provide clinical supervision of the PATHS pod.
- Directly supervises the PATHS Nurse Practitioner.
- Supports the PATHS host site and pod in the clinical decision making for the complex care needs of PATHS clients.
- Mentors PATHS pods province-wide in the PATHS model of service delivery.
- Monitors PATHS pod consistency utilizing the service delivery model at each PATHS host site.
- Support the development and execution of the Partnership and Accountability Agreements between the Manitoba HIV Program, Indigenous led organizations and primary care hosts of PATHS.
- Supports advocacy and strategic planning efforts to sustain and enhance PATHS.
- Liaises with Indigenous led organizations and primary care hosts of PATHS to implement service provision in community.
- Coordinates and facilitates clinical training, orientation and mentorship for the PATHS pod staff (nurses, social workers and outreach workers) in each regional health authority.
- Ensures the activities of PATHS across the province reflect PATHS performance indicators and targets.
- Works with PATHS host sites to facilitate routine reporting of PATHS to the Manitoba HIV Program.
- Facilitates clinical consultation and support for clinical decision making for complex care needs of PATHS clients.
- Leads the development and enhancement of job descriptions for PATHS pods.
- Participates in and supports the recruitment of PATHS pod staff.
- Liaises with the Manitoba HIV Program HIV Client Engagement Coordinator to identify and facilitate pathway into care for eligible clients for PATHS.
- Other duties as required and assigned for the implementation of PATHS.

Education and Consultation

- Leads the development, implementation and evaluation of all Manitoba HIV Program clinical education activities.
- Identifies learning needs for healthcare providers and works with the Program Lead to implement strategies to address gaps in HIV knowledge.
- Develops, promotes and distributes evidence based clinical guidelines for HIV testing, prevention and primary care for people living with HIV across Manitoba, ensuring materials are accurate and up to date.
- Supports and facilitates primary care provider education province-wide to provide baseline assessments and ongoing monitoring of people living with HIV in Manitoba.
- Supports, facilitates and coordinates primary care provider consultation on HIV care and treatment province-wide for healthcare providers providing primary care for people living with HIV.
- Develops and coordinates healthcare provider training, preceptorships and continuing medical education for HIV in Manitoba.

Strategic Planning

- Works with the Program Lead to develop and implement a primary care strategy to enhance capacity across Manitoba to provide care close to home for people living with HIV.
- Works with the Program Lead to identify strategic direction for PATHS in a way that responds to community needs.

Communication

- Chairs the Manitoba HIV Program Clinical Operations Committee meetings.
- Participates in relevant meetings and committees.
- Presents education materials to healthcare providers across Manitoba.

Authority and Accountability

Reporting

This position reports to the Program Lead, Manitoba HIV Program.

Accountability

The position is accountable for:

- Functioning and executing department operations in order to support and uphold the Department's mandate. This includes maintaining all files, records, systems and documents with an appropriate audit trail, including maintenance of relevant working documents.
- Regular communication with the Program Lead including regular check-in meetings
- The efficient, effective, accurate and timely performance of the duties and responsibilities listed above
- Maintenance of productivity standards and practices, effective time management and prioritization of work
- Active participation in relevant meetings, committees and assigned projects
- Adherence to Nine Circles and Manitoba HIV Program policies and procedures and Standards of Care guidelines
- Adherence with Personal Health Information Act, and the Federal Personal Information and Electronic Documents Act,
- Participates in the development, implementation and maintenance of appropriate policies and procedures and guidelines
- Represents Nine Circles and the Manitoba HIV Program professionally and competently including exercising due diligence in all duties and operations

Professional Responsibility and Accountability

- Recognizes personal attitudes, beliefs, feelings and values about health in their interactions with clients, families and community
- Understands, interprets and implements the mission, vision, and values of Nine Circles Community Health Centre and the Manitoba HIV Program
- Demonstrates the ability to reflect on personal and team practice through a systemic evaluation of professional competencies, acceptability, quality, efficiency and effectiveness of practice



- Takes preventative and/or corrective action individually or in partnership with others to protect individuals in unsafe, incompetent, or unethical circumstances
- Develops and implements an individual plan for professional growth and development including participation in professional organizations and activities, workshops, seminars and staff development

Administrative Responsibility and Accountability

- Provides supervision, mentorship, orientation, observational and participation opportunities to students, volunteers and clients ensuring that program goals and objectives are met
- Completes relevant administrative functions and documentation (i.e. educational requests, vacation requests, incident reports, and expense accounts)
- Actively participates in relevant meetings and committees (i.e. Program Development meetings)
- Participates in the orientation and training of new staff and volunteers

Performance Standards

A probationary Performance Assessment is scheduled within the first six months of start date. A Performance Conversation is completed at the one year anniversary date, after which they will occur every year. Matters of performance are discussed as part of regular program check-in meetings with the Program Lead, Manitoba HIV Program.

Salary and Benefits

This position is classified as Nurse V, on the MNU_WCHREO salary scale. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

This position is covered by the Collective Agreement between MNU and WCHREO. The Collective Agreement governs pay scales, benefits, arbitration, termination and other terms of employment. Union membership is required.

Funding for all Nine Circles positions are subject to change.