

Position: Surgical/OR PESC Coordinator
File #: 2020-18406
Status: Temporary Full-Time (1) Approx. 18 months
Department: Surgery Program
Hours Of Work/Shifts: Monday to Friday, 37.5 hours per week
Posted: October 7, 2020
Application Deadline: Posted until filled

Position Summary:

The Surgical/OR Product Evaluation and Standardization Committee (PESC) Coordinator will report to the Surgical Business Manager and will work with Surgical Clinical Managers, Educators, and Clinical Staff (i.e. Clinical Lead, Resource Nurses, etc.); Corporate PESC Coordinator; Finance Project Director/SSW Liaison/Procurement Compliance Lead, and Shared Services West (SSW) to provide hands-on support, and expertise on supply chain matters in the Clinical Settings such as:

- New product evaluations – including but not limited to: (1) clinical needs assessments (2) impact analysis, (3) contract compliance, and (4) associated clinical trials;
- Identification and maximization of savings opportunities through standardization and other operational optimization work;
- Contract commitment and compliance management;
- Inter-site coordination related to Strategic Sourcing/RFP/Product Conversion processes in active collaboration and partnership with SSW;
- Logistics management in the Peri-operative areas (i.e. partnering with SSW in backorder situations, etc.)

The Coordinator will act as an on-site resource in meeting the program end-users' strategic sourcing and logistics requirements, and will act as a liaison between the program and SSW to achieve the above functions.

The Coordinator, with the program Leadership's support, will also reinforce proper procurement approval processes to program members and promote compliance to the Broader Public Sector Supply Chain Guidelines, as well as to support management of program budgets.

Lastly, the Coordinator will build strong and effective on-site relationships with THP internal customers, as well as assisting SSW to effectively provide best customer service to THP.

Key Qualifications:

- Successful completion of a Degree or Diploma in a related discipline from a recognized University or Community College
- Previous supervisory experience preferred
- Previous experience in a health care/ hospital environment would be an asset
- Experience with Meditech Materials Management module and related Procurement and Accounts Payable processes; as well as management of supply chain activities via involvement with Shared Service Organizations (SSOs) or Group Purchasing Organizations (GPOs)
- Clinical knowledge/professional practice understanding of a wide variety of products (consumables and reusable) and capital equipment used within a healthcare environment

- Experience in performing analytics using Microsoft Excel and developing presentation materials using Microsoft Power Point

Responsibilities:

Solid Project Management skills

- Demonstrate initiative, strong organization skills, adaptability, and ability to prioritize conflicting demands and multi-tasking within tight deadlines
- Highly motivated, results oriented, and persevering; with the ability to complete a project from start to finish or a sustainable end state
- Strong attention to detail and effective negotiation skills to resolve on-site issues
- Self-directed and the ability to maintain effective momentum during change and with minimal supervision
- Facilitate review of GPO/SSO contract samples with clinical end-users to ensure all pre-qualified vendors are clinically acceptable prior to commitment
- Assist and plan for multi-department conversions of products/equipment by establishing a conversion plan prior to the start of any conversion
- Create viable work plans with specific deliverables that report quarterly how successfully the conversions/standardizations or dedicated substitute efforts are progressing
- Schedule and coordinate stakeholders, events, and activities related to standardization/conversion processes and procedures
- Continuously identify opportunities to improve current OR PESC and supply chain processes within the program and recommend associated implementation strategies

Effective Change Management and Critical Thinking/Problem Solving skills

- Demonstrated leadership
- Ability to differentiate between a clinically relevant vs. change management objection re: a product/equipment change from an end user perspective; and to respectfully challenge when appropriate
- Ability to function under a great deal of pressure and demonstrate discretion, integrity and fair mindedness
- Provide and/or facilitate hands-on support and training for all employees impacted for SSW processes, systems and reporting tools
- Provide day to day support for THP staff and work with SSW to achieve all service level agreements where applicable and meet operational needs

Excellent Communication and Listening Skills

- Strong customer service approach and readily available in providing continuous support on a daily basis to end users
- Ability to work with strong-minded individuals and in difficult situations
- Strong interpersonal and communication skills (written and verbal)
- Ability to resolve conflicts appropriately while maintaining effective working relationships and promoting a team based approach

Strong Leadership Skills

- Along with the Business Manager and the Program Director, facilitate the PESC OR subcommittee and manage the assessment of all product evaluation requests and document committee decisions

- Understanding of internal controls and risk management
- In collaboration with SSW, proactively identify opportunities for product standardization/ consolidation, and contract compliance in the Hospital to lower overall total costs
- As part of inventory back-order management, work with Clinical Team and SSW to facilitate identification of appropriate substitutes
- Contribute to strategic and transactional management of supply chain functions at THP with SSW encompassing sourcing, purchasing, logistics, and data management
- Provide support and leadership with the OR sub-committee on effective strategic sourcing and contract management to maximize financial opportunities
- Review, evaluate, and analyze variations in consumption (among departments, physicians, procedures) and identified the economic impact and added value that may be attainable within the context of the Hospitals' established priorities and available financial resources
- Act as an active liaison with other PESC Coordinators in the Region to share best practices and compare practices and information

Refined Critical Thinking/Problem Solving, Analytical, and Computer Skills

- In support of decision-making within the program (i.e. re: product evaluation/operational crisis situations) – able to identify knowledge gaps and/or isolate root causes within specific situations, make appropriate inquiries, perform relevant analytics/assessments, and ultimately develop options and recommendations
- Inquisitive and comfortable to respectfully challenge status quo in the spirit of continuous improvement and achieving relevant program goals
- Microsoft Office skills (Excel, PowerPoint, Outlook, Word)
- Familiarity with large, complex organizational-wide HIS systems (i.e. Meditech Material Management module) and how to effectively use available clinical and financial data.
- Familiarity with Surgical Information systems would be an asset

Internal Candidates who believe they possess the necessary qualifications and experience for this position and who have been in their current position for at least six (6) months are encouraged to apply.

To pursue this career opportunity, please visit our website: www.trilliumhealthpartners.ca

Trillium Health Partners is an equal opportunity employer committed to fostering a healthy and positive work environment.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Trillium Health Partners will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

Trillium Health Partners is identified under the French Language Services Act.

We thank all those who apply but only those selected for further consideration will be contacted.