

**North Simcoe Muskoka Hospice  
Palliative Care Network**

169 Front Street South  
Orillia, ON, L3V 4S8



## **Education Facilitator Job Posting**

**Title:**

Education Facilitator

**Reports to:**

Clinical Nurse Lead

**Classification:**

Full-time, Permanent

**Date:**

November 27, 2017

**Summary/Objective:**

The Education Facilitator is responsible for the planning, content, delivery, and evaluation of education in the North Simcoe Muskoka Hospice Palliative Care Network.

**Essential Functions:**

The Education Facilitator is responsible for delivering the following education offerings:

- Fundamentals of Hospice Palliative Care
- Advanced Hospice Palliative Care Education (for Volunteers and PSWs)
- LEAP (Learning Essential Approaches to Palliative and End-of-Life Care)
- In-service presentations on an as required basis

**Key Duties and Responsibilities:**

- To deliver end of life and specialist palliative care education to meet the developmental needs of professionals and others within the NSM health and social care community, in line with the Declaration of Partnership and Commitment to Action and the Provincial Hospice Palliative Care Strategy
- To work collaboratively with other health and social care service and education providers to plan and deliver assigned palliative care education to healthcare professionals, volunteers, informal caregivers and patients
- Developing a full year schedule of courses to be available throughout NSM; ensuring all logistics for courses are arranged including venue, instructor and public relations
- Ensuring a Hospice Palliative Care Mentoring Program including educational mentorship of staff is provided
- Plan, coordinate, compile evaluation of education programs
- Analyzing evaluations of education programs
- Operate within the allocated education budget
- Participation on the NSMHPCN Conference Planning Committee
- Report relevant statistics from courses and meetings

## **Education:**

- Work in collaboration with HPCNC to further develop educational courses already offered by the NSMHPCN
- Ensure that a range of educational and development opportunities are made available to partner organizations, staff and volunteers to meet their individual needs and their educational development objectives
- Plan and deliver courses and educational sessions internally and externally as delegated
- Act as a resource person for access to courses, e-learning, library and other educational information
- Ensure that course evaluation and feedback processes are maintained and that outcomes are submitted to the Clinical Nurse Lead and fed into the future development of educational offerings
- Act in the role as an educational mentor for staff and other health care providers as designated by the Clinical Nurse Lead
- Deliver Train the Trainer courses to support the development of teaching skills within Community Partner Organizations
- Develop innovative methods to deliver education
- To ensure that education delivered is evidence based using the latest credible research available
- To support staff in developing critical appraisal skills and accessing literature reviews in support of their professional development
- To support and collaborate on appropriate research studies where these impact on training and education of staff, volunteers, patients or informal caregivers

## **Dimensions:**

The Education Facilitator is a member of the Education Team and leads on designated parts of the education program, reporting in to the Clinical Nurse Lead. They are required to:

- Work with multi-professional and non-clinical teams to promote a learning environment throughout the NSMHPCN and with Community Partners across the NSM LHIN
- Promote and foster high standards of education and evidence based practice for staff involved in patient care
- Work with the Administrative Assistant to ensure smooth running of educational programs for clinical and non-clinical staff within the NSMHPCN and across the health and social care community
- Work collaboratively to develop an integrated approach to palliative care education and development with all stakeholders

**Required Education and Experience:**

- Registered Nurse with certification in Hospice Palliative Care from the Canadian Nurses Association

**Preferred Education and Experience:**

- 3-5 years of experience in Hospice Palliative Care
- Good knowledge of education, particularly within palliative/end of life care
- Good understanding of staff development
- Advanced knowledge of life-limiting diseases
- Good knowledge of national, regional and local strategies, guidelines, initiatives and general trends in healthcare that will influence hospice palliative care
- Good knowledge and skills in coaching, mentoring and clinical supervision
- Good planning and organizational skills and ability to manage diverse educational programs
- Ability to facilitate groups with diverse learning styles, experience and training needs, being able to analyze and adjust to complex group and individual dynamics.
- Experience of contributing to the management of change.
- Experience of clinical supervision, coaching and/or mentoring and ability to acquire skills in the other areas.
- Certificate in Teaching and Training Adults an asset
- Ability and experience in teaching and training adults
- Demonstrated commitment to maintain strict confidentiality
- Excellent interpersonal skills, including listening, facilitating, influencing and communication of ideas.
- Commitment to and understand of equality and diversity and how these translate into good practice in education, learning and development.
- Valid Driver's license with vehicle available

**Supervisory Responsibility:**

This position has no direct supervisory responsibilities.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and fax machines.

This position involves regular supervision and requires communication with internal and external stakeholders. This position also involves communication with external clients, volunteers and community members, vendors, the LHIN and Board members.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands involve minute taking, working in a fast paced environment, sitting for extended periods of time and work on a computer.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files (up to 25lbs), open filing cabinets and bend or stand on a stool as necessary.

If accommodation is needed, please notify the Manager of Operations.

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are Monday to Friday, 9:00am to 5:00pm. Occasional evening and weekend work may be required as job duties demand. The duties of this job are subject to change.

**Travel:**

Travel is required for this position. A valid drivers' license and car is preferred but other means of transportation coordinated by the employee would be acceptable.

**Work Authorization/Security Clearance (if applicable):**

1. Police Record check
2. Vulnerable sector check
3. Verification of Educational qualifications

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Equal Opportunity Statement:**

NSMHPCN is committed to the philosophy of equal opportunity employment and does not discriminate against any employee or applicant on the basis of race, color, ancestry, age, religion, sex, sexual orientation, gender identity or expression, nation origin, disability, medical condition, marital status, veteran status, or other non-job-related criteria.

NSMHPCN is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

**Accessibility:**

NSMHPCN is committed to providing its services in ways that respect the dignity and independence of people with disabilities.