



<b>ROLE TITLE:</b>	<b>Provincial Coordinator, Medical Physics Education Programs, Radiation Treatment Program</b>
<b>REPORTS TO:</b>	<b>Group Manager, Radiation Treatment Program</b>
<b>LOCATION:</b>	Downtown Toronto Subway location on University Ave or remotely
<b>ANTICIPATED TIME COMMITMENT:</b>	0.1 FTE or one day/month
<b>TERM:</b>	Two (2) year
<b>No. of OPPORTUNITIES:</b>	<b><i>One (1)</i></b>
<b>POSTING DATE:</b>	<b><i>December 1, 2020</i></b>
<b>CLOSING DATE:</b>	<b><i>January 15, 2021</i></b>

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#### **POSITION SUMMARY**

Ontario Health (Cancer Care Ontario) is seeking expressions of interest from qualified candidates for the position of Provincial Coordinator, Medical Physics Education Programs, Radiation Treatment Program. The Provincial Coordinator will provide leadership and advise on issues related to medical physics education programs while ensuring that Ontario has a steady supply of Medical Physicists entering the work force to meet the clinical demand and support the growing number of cancer centres throughout the province. Ontario Health is seeking an experienced Medical Physicist to coordinate and monitor this educational program.

The successful candidate will ensure that the training program maximizes the number of new positions implemented on a yearly basis within an approved budget and meet Ontario Health and Ministry of Health reporting requirements to ensure that the objectives of the program are fully met in providing human resources in clinical physics for Ontario.

Questions about the position may be submitted to Julie Kraus, [Julie.Kraus@ontariohealth.ca](mailto:Julie.Kraus@ontariohealth.ca) no later than **January 4, 2021**. A consolidated list of all questions and answers will be available to any party, by request, **January 8, 2021**. To receive a copy of the consolidated list of questions and answers, please contact [Julie.Kraus@ontariohealth.ca](mailto:Julie.Kraus@ontariohealth.ca)

#### **ACCOUNTABILITIES**

The key responsibilities of this position are:

- Coordination of the Clinical Physics Residency and HEJ Summer Studentship Programs for all Regional Cancer Centres
- Annual review of Ontario Health (Cancer Care Ontario) Website information, with recommendations for updates
- Preparation, communication, and forecasting of annual budget for Ontario Health and the Ministry of Health (MOH)
- Quarterly financial reporting on budget compliance and performance requirements as per the requirements outlined in the ICP agreement
- Budget development, monitoring, and dynamic allocation to Centres for maximum use of unique MOH funding source

- Distribution or re-distribution of residency positions to cancer centres as needed to maximize utilization of training funds and optimizing the yield of graduates
- Creating periodic reports and presentations on Residency Program performance to Ontario Health (Cancer Care Ontario), Physics Professional Advisory Committee (PPAC), and the Ontario Ministry of Health as needed
- Assisting cancer centres seeking CAMPEP re-accreditation of self-sufficient or affiliated programs
- Response to email queries from applicants or local Program Directors
- Pre-screening of external applicants to the Program and streaming of suitable applications to cancer centres
- Tracking and documenting of residents by name, centre of training, status in program, and eventual work placement
- Support HEJ Studentships through engagement with local Program Directors and universities
- Collection and review of HEJ Summer student reports
- Human resources forecasting, coordination of Clinical Physics staffing requirements (algorithm development, staffing guidelines comparison vs. other jurisdictions)
- Monitoring of staffing algorithms being developed nationally and internationally
- Advise and engage regularly with PPAC Chair
- Be available for public relations on medical physics training standards and staffing needs, as requested by Ontario Health (Cancer Care Ontario)

## QUALIFICATIONS

- PhD in Medical Physics or Biophysics
- Experience working with PPAC, Ontario Health (Cancer Care Ontario) and the Ontario Ministry of Health staff
- Extensive experience in managing HEJ Studentship program and the MP residency program in Ontario
- Experience in design and implementation of educational programs in medical physics or biophysics
- In-depth understanding of the CAMPEP accreditation process
- Informed of employment regulatory issues for clinical physicists (e.g. CCPM certification exams)
- 10+ years of experience in various positions in medical physics practice and leadership including human resources and financial forecasting/monitoring/management.
- Recognized as an opinion leader within the physicist community
- Significant training and expertise in medical (radiation) physics
- Excellent interpersonal skills and ability to build consensus
- Strong leadership skills and ability to work collaboratively

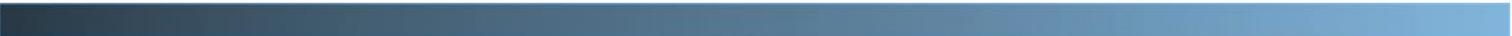
## HOW TO APPLY:

Interested parties should forward their expression of interest and curriculum vitae, electronically, to Julie Kraus, care of [Julie.Kraus@ontariohealth.ca](mailto:Julie.Kraus@ontariohealth.ca) no later than **12:00 p.m. on Friday, January 15, 2021.**

We will evaluate all applications against the skills and experience requirements for the position. Those candidates selected for interview will be contacted directly by a representative from the Business Unit. Ontario Health may consider applications from incumbents currently in the position. If you have not been contacted within 3 weeks after the close of the posting, you can assume you are not under consideration for this position.

## More about Ontario Health (Cancer Care Ontario):

An agency of the Ministry of Health, we are the Ontario government's principal advisor on cancer and chronic kidney disease care, as well as access to care for key health services. It is guided by a mission that together we will improve the performance of our health systems in Ontario by driving quality, accountability, innovation and value.



We manage infrastructure, assets and models to improve the province's health systems for cancer and chronic kidney disease (through its division the Ontario Renal Network). We also direct and oversee healthcare funds for hospitals and other cancer and chronic kidney disease care providers, enabling them to deliver high-quality, timely services and improved access to care.

As an operational service agency of the Government of Ontario, we are accountable for conducting a fair and transparent process, providing equal treatment to all qualified parties, in selecting a candidate for the above mentioned role.

Our website is at: <http://www.cancercareontario.ca>