



Role Title:	French Language Verifiers
Reports to:	Scott Gavura-Director, Provincial Drug Reimbursement Programs
Anticipated time commitment:	Off Site
Term:	2 years
No. of opportunities:	2
Posting Date:	August 2021
Closing Date:	August 2022

POSITION SUMMARY:

Ontario Health is seeking to recruit **French Language Verifiers** who will be part of the evaluation process to adjudicate applications for funding of health care services. While translation of applications will be done by professional translators, the French Language Verifier will confirm the accuracy of the translation. The translated documents will then be shared with Clinical Expert Reviewers who will assess the application against funding criteria.

ACCOUNTABILITIES:

The French Language Verifier will verify the accuracy of the translated clinical information in the applications submitted for funding approval. The work may sometimes require a rapid turnaround especially on applications requiring urgent treatment. The primary responsibilities for this role include:

- Verify the accuracy of English translations (from French) of an application for funding, or appeal, including medical documents from a patient's health record, within the targeted time frame.
- Submit comments on the review of the translation and/or proposed changes to the translation.
- Review translation (English → French and French → English) of subsequent case-specific communications with the applicant.
- As requested, verify other translated program documents (English → French) (e.g., policy documents, program application or enrolment forms, web content)

Depending on the length, nature and complexity of the application or documents, the time spent on each application may vary.

Individuals involved in the evaluation process are required to disclose any actual or potential conflicts of interests before reviewing an application.

QUALIFICATIONS:

- A degree in Nursing, Medicine, Pharmacy, Health Services Research, Public Health or equivalent
- Bilingual in French and English (essential)
- Practices clinically in French and English
- Received clinical education and/or training in French
- Received a minimum score of A- on an occupationally-related language test in French
- A minimum of 3 years of experience in a clinical care setting, preferably in oncology
- Experience in reviewing clinical documents or medical records
- Excellent written communication skills
- Attention to detail in documentation
- Knowledge of public healthcare systems and public health policies is an asset

HOW TO APPLY:

Interested parties should forward their expression of interest, curriculum vitae and signed copy of the Conflict of Interest Declaration, electronically, to Scott Gavura, Director, Provincial Drug Reimbursement Programs, care of JoAnn.Hilliard@ontariohealth.ca.

Interested parties should access the Conflict of Interest Declaration Form on the Ontario Health (Cancer Care Ontario) [website](#).

Questions about the role can be submitted to JoAnn.Hilliard@ontariohealth.ca.

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. 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.