

# B R E A T H E

the lung association

## POSITION VACANCY

**POSITION TITLE:** Provincial Coordinator, Primary Care Respiratory Program (PCAP)  
**REPORTS TO:** Director, Respiratory Health Programs  
**HOURS:** Full-time (35 hours per week) – approximately 18 month maternity leave contract  
**LOCATION:** Provincial Office, Toronto with travel required throughout the province  
**EFFECTIVE DATE:** September 2018

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### About The Lung Association:

The Lung Association (TLA) is dedicated to helping all Canadians breathe. Our community of donors, patients, researchers, volunteers and professional staff are dedicated to ensuring Canadians have the healthy lungs, body, and clean air, which are vital to healthy breathing.

We want to ensure that no one takes their breathing for granted, and strive for better breathing for all.

This is an opportunity to join a team at an exciting point in time – an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://breathe-annual-report.floating-point.com>

### Position Overview:

Reporting to the Director, Respiratory Health Programs, the Provincial Coordinator is responsible for overseeing the successful delivery of the Primary Care Asthma Program (PCAP), one of the programs funded through the Ontario Government's Asthma Program (AP).

PCAP is an evidence-based program designed to provide health-care providers (HCPs) with decision aids to support best practice regarding respiratory assessment, diagnosis and management. PCAP is delivered within a multi-disciplinary team of providers with the leadership of a Certified Respiratory Educator (CRE).

The Provincial Coordinator is responsible for the overall coordination and management of PCAP, including support for existing PCAP sites across the province as well as activities to expand PCAP into additional primary care settings. This includes, but not limited to, the development and implementation of the annual work plan and matters relating to budget control (travel/ HR/ administrative).

The Provincial Coordinator will act as the liaison between TLA and PCAP (advisory executive, and coordinators) who are health care professionals who and guide, support and advance the delivery of the program.

## **Main Responsibilities:**

### *Program Delivery:*

- Maintains and enhances current PCAP sites with a focus on quality and safety.
- Provides assistance to primary care sites seeking support in the implementation and integration of the PCAP model in their respiratory health program utilizing the PCAP implementation process.
- Conducts annual needs assessments for both current sites and new sites and following-up with challenges related to program implementation.
- Conduct site visits as part of the implementation process and to ensure that the needs of each PCAP site are met.
- Regularly updates the manuals (program and spirometry), resources and tools used within PCAP in accordance with best practice and the latest guidelines.
- Coordinates, supports and/or drafts collaborative efforts that document mapping, pathways and processes related to PCAP where needed.
- Works closely with Marketing and Communications team to coordinate and support the marketing of PCAP including the development, production and distribution of communications and promotional materials, and monitor results.
- Build relationships with health care professionals, community based and other non-government organizations to ensure open lines of communication and advancement of the TLA mission and PCAP.

### *Program Evaluation, Research and Quality Improvement:*

- Participates in the design and implementation of a performance management framework that incorporates patient-specific health outcomes and PCAP program-specific outcomes for Continuous Quality improvement (CQI) and Program Evaluation.
- Works with other TLA staff and external partners as required to support monitoring and evaluation of respiratory care throughout the province.
- Support other internal/external research initiatives or projects related to PCAP in support of knowledge translation education and quality assurance.

### *Administrative and Secretariat:*

- Coordinates the activities for all PCAP groups: Advisory, Executive, Coordinator and project based groups.
- Delivers ongoing program reporting to fulfil the obligations of the grant and provides progress reports to other key stakeholders.
- Participates in the promotion of PCAP through network links, conferences and workshops.
- Coordinates and promotes the annual Respiratory Health Forum and utilizes the forum as a way to promote TLA / PCAP.
- Other duties as assigned.

## **Knowledge and Skill Requirements:**

- Communications: Demonstrated excellence in verbal and written communication skills, with the ability to make effective presentations, facilitate meetings and persuade others.

- Collaborative and collegial: Works well with others, at all levels. Understands how to work with the community in a collaborative manner. Active and respectful listener. Known for their honesty, compassion and integrity.
- Relationship builder: Able to create, nurture and maintain mutually beneficial relationships with a diverse group of stakeholders, including levels of government, research and a wider community. Comfortable and skilled at connecting with people at all levels.
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- Project management skills: Can effectively manage multiple project timelines and deliverables to ensure completion of projects within the established time and scope.
- Healthcare knowledge: demonstrated knowledge in the continuum of health care and the Chronic Disease Prevention model with a focus on provincial strategies; and demonstrated knowledge on the role of primary care within Ontario's health system.
- Computer / software skills: proficiency in Windows-based applications including Microsoft Office suite (Word, Excel, PowerPoint) and Outlook.

#### **Education and Experience:**

- Master's degree or equivalent of in Health Science or equivalent experience
- Minimum of five (5) years of experience in a clinical setting within the respiratory field.
- Must be:
  - A Certified Respiratory Educator;
  - TEACH Trained, with MI Training preferred;
  - Competent in Spirometry (ATS/ERS and CTS standards);
- Minimum of five (5) years of experience in a clinical setting in the respiratory field.
- Bilingualism in English/French would be considered a significant asset.

#### **Work Environment:**

- Willingness to work flexible hours; some evening and weekend work is required
- Willingness to travel.

To apply, please email your resume and cover letter, along with salary expectations, to Geeta Thomas, Director - Human Resources, at [gthomas@lungontario.ca](mailto:gthomas@lungontario.ca).