



**HD25002**  
**Quality & Risk Consultant**  
Full Time Permanent  
Moncton, NB or Dartmouth, NS

Reporting to the General Manager, the Quality and Risk Consultant plays a crucial role in overseeing the quality of programming and mitigation of risks. This position will support all programming as well as Medavie HealthEd's ongoing quality assurance and continuous quality improvement efforts. The Quality & Risk Consultant is responsible for leading the organization's Continuous Quality Improvement (CQI) processes as well as the adherence to regulatory and accreditation policies.

As an employee of Medavie HealthEd, we are accountable to our students, patients and coworkers by participating in and supporting all safety related initiatives, as well as acting in a manner that fosters a culture that focuses on patient safety and a safe workplace.

***Key Responsibilities:***

- Utilize computer software for word processing, spreadsheets, and data entry to produce correspondence, memos, confidential reports, agendas, and presentations.
- Support the Learning Management and Competency Tracking Software used by Medavie HealthEd.
- Maintain ongoing contact and liaison with Senior Management to ensure effective day-to-day operations.
- Assist management in compiling documentation for regulatory compliance.
- Compile performance data from various streams (student surveys, employer feedback, post-graduate surveys, etc.) conducted during and after a cohort's graduation, noting trends.
- Ensure appropriate records and statistics regarding programs are compiled and reported in a timely manner.
- Summarize and present performance data in quarterly CQI reports to the CQI Committee.
- Act as the chair of the CQI Committee.
- Review curricula on an ongoing basis and coordinate feedback from instructors, students, and other stakeholders.
- Lead the Accreditation Canada process and ensure ongoing adherence to accreditation criteria.
- Provide written evaluation reports as required.
- Offer feedback to learners and preceptors on the learner's progress in achieving competencies.
- Review the placement process and recommend revisions.
- Maintain learner records in an orderly and concise manner.
- Participate in professional development training to improve skills.
- Provide bi-weekly reports to the immediate supervisor on activities.

**Ideal Candidate Qualifications:**

- High school diploma and successful completion of a Paramedic program from an accredited school or recognized equivalent.
  - Minimum of five years of field experience, preferably at the Advanced Care Paramedic (ACP) level.
  - Licensure as a Paramedic with the appropriate provincial regulator for the province in which you will work.
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- Experience in managing multiple projects simultaneously and familiarity with the paramedic program.
- Diplomacy, excellent interpersonal skills, public relations and agency liaison skills.
- Proficiency in the use of distributed learning tools (e.g., Learning Management Systems and other e-applications).
- Strong analytical, problem-solving, and organizational abilities, along with excellent oral and written communication skills.
- Ability to work under minimal direct supervision, informing superiors of concerns as appropriate.
- Ability to assess the completeness and appropriateness of follow-up information to ensure issues, assignments, or initiatives are on track and meet intended objectives.
- Demonstrate self-direction and judgment to prioritize incoming work, compose correspondence, and interact with other employees and the public.

Bilingualism in English and French is considered an asset.

If you are interested in working with a dynamic team of professionals and possess the necessary qualifications, please send your **resume with cover letter** to [humanresources@medaviehs.com](mailto:humanresources@medaviehs.com). Please include the competition number in the file name along with your first and last name.

Competition closes May 11, 2025.

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.

Medavie HealthEd is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees.

