



**HD23003**  
**Program Manager**  
**Full Time Permanent**  
**Moncton, NB or Dartmouth, NS**

*Medavie HealthEd, a wholly owned subsidiary of Medavie Health Services. It is responsible to deliver a broad range of high quality and professional health education programs. Medavie HealthEd is a provider of high quality, Accreditation Canada accredited Paramedicine training programs in New Brunswick, Nova Scotia and Saskatchewan.*

The Program Manager is responsible for all aspects of student education and knowledge transfer in training programs at Medavie HealthEd. This position is primarily responsible for designing and delivering programs in Paramedicine and other health services training as required. Leading a team of professional educators, the Program Manager is a key member of a group committed to excellence in education. This includes the supervision and mentorship of Instructors. As an employee of Medavie HealthEd, we are accountable to our students, patients, and coworkers by participating in and supporting all safety related initiatives. The Program Manager engenders a culture at Medavie HealthEd that facilitates the delivery of high-quality education for our students.

***The position entails, but is not limited to the following:***

- Maintains student and other records as per school policy.
- Communicates with all staff and key stakeholders on all aspects of student education.
- Consults closely with the General Manager on all aspects of instruction.
- Plans to ensure efficient management of student contact time to maximize knowledge transfer.
- Manages provincial and national regulatory compliance requirements.
- Manages risk and liability in the classroom environment through adherence to policy, procedure and regulation.
- Supports the creation/maintenance of academic policies and procedures as required.
- Supervises and monitors Instructional staff and the Auditor group.
- In conjunction with the Program Liaisons, monitors, and assigns didactic and simulation instructors, in the classroom/simulation setting while providing guidance and feedback.
- Assists in the coordination of overall administration processes within all campuses.
- Reviews and approves for payment expenses related to program delivery.
- Liaises with IT staff regarding IT infrastructure, access to various systems and equipment requirements.
- Assists, when necessary, with IT systems utilized within the programming.
- Oversees physical facilities and equipment to ensure program needs and standards are met.
- In conjunction with the Quality and Risk Manager
  - Ensures that appropriate records and statistics regarding student success are compiled and reported in a timely manner.
  - Ensures compliance; developing and submitting materials to support Accreditation Canada accreditation and ensures compliance with their accreditation standards and other accrediting bodies as needed.
- In conjunction with the General Manager, ensures program(s) are appropriately registered and maintain compliance with relevant provincial legislation.
- Leads curriculum development function across all programming and coordinates the curriculum development committee.
- Provides direction to program faculty in problem solving.
- Ensures that student needs are appropriately met through assessment, guidance and matching with available learning resources.
- Teaches in simulation and other programs as required.
- Applies academic policy and makes decisions regarding student progression or dismissal within a

program.

- Coordinates short course programming.
- Assists in planning and participating in the marketing of programming.
- Liaises with the Medical Director as required regarding programming.
- Provides program delivery and curriculum perspective in developing new business opportunities.
- Contributes program delivery expertise to preparation of financial projections.
- Recruits students to paramedic and other programs.
- Completes and submits reports and compiles statistics.

### **Qualification and Requirements:**

- Successful completion of a Paramedic program from an accredited school or recognized equivalent is required. Other related healthcare education may be considered.
- Completion of post-secondary education in adult education is considered a strong asset. (Diploma, Bachelor or Masters in Adult Education).
- Maintains certification and/or licensure in related field.
- A minimum of five years' experience as a clinician is required. Teaching experience is considered an asset.
- Experience in managing several projects simultaneously is considered a strong indicator of the general management skills essential for this position.
- Experience with the delivery of paramedic education specifically is considered an asset.
- Excellent patient care skills and knowledge of paramedicine are required.
- Diplomacy, excellent interpersonal skills as well as public relations and agency liaison skills are required.
- Proficient in the use of distributed learning tools (i.e. Learning Management Systems and other e-applications).
- Ability to travel within Canada.
- Bilingual language skills are considered a strong 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 June 25, 2023.

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.