



Clinical Programs Specialist Full-Time Permanent

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program? The Society of Obstetricians and Gynaecologists of Canada (SOGC)'s ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

POSITION DESCRIPTION

The Clinical Programs Specialist is responsible for oversight of the SOGC's clinical committees, managing the guideline development process and publication as well as related resource materials for healthcare providers and the public. The Clinical Programs Specialist also identifies synergies between content, projects and programs across the organization, links activities, liaises with content experts and leverages partnerships. The Clinical Programs Specialist represents the SOGC at meetings and conferences.

KEY RESPONSIBILITIES

- Leads and oversees content and coordination of SOGC clinical committees, including teleconferences and face-to-face meetings;
- Oversees guideline and clinical activities and projects;

- Co-ordinates guideline development process, including resource development;
- Monitors and captures current high-impact literature in the area of guideline development and implementation, clinical education and policy;
- Works with the Chief Scientific Officer to measure impact of guidelines and clinical initiatives on health research, health outcomes, clinical practice and policy;
- Supports women's health research, including knowledge translation;
- Liaises with external consultants and experts;
- Prepares status reports on projects as required, including indicator development and tracking;
- Participates in SOGC Board of Director meetings, as required;
- Prepares and oversees budget for relevant cost centres; and
- Other duties as required by Chief Scientific Officer/Chief Executive Officer.

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- Professional or post-graduate degree with significant experience in a women's health related field and medical/scientific literature review and synthesis;
- In-depth knowledge of the field of obstetrics, gynaecology and sexual and reproductive health;
- Experience leading committees of volunteer content experts;
- Advanced proficiency levels with the Microsoft Office Suite (e.g. Word, Excel, PowerPoint, Outlook);
- Adaptability to changing or evolving policies and priorities as well as the ability to meet tight deadlines;
- Ability to work independently with minimal direction;
- Focus on quality assurance and strong attention to detail;
- Ability to synthesize complex health/scientific literature;
- Strong working knowledge of bibliographic software;
- Ability to gather, understand, process and summarize information;
- Capacity to collaborate effectively with others while promoting cooperation and partnerships between individuals and groups;
- Ability to effectively communicate by articulating and conveying ideas/information clearly, and to listen effectively in order to respond appropriately to various requests; and
- Bilingualism (English/French) is an asset.

ADDITIONAL JOB REQUIREMENTS

- Ability to work evenings, weekends and overtime
- Some travel will be required

Please clearly demonstrate how you meet the requirements of the position in your application/cover letter.

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested in this position, please submit your cover letter and resumé to careers@sogc.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.