

OPEN TO THE PUBLIC

RISK ADVISOR

HEALTH PEI

LOCATION - Garfield Street, Charlottetown

FULL-TIME TEMPORARY (EXCLUDED) POSITION (Commencing Immediately until March 2019)

The role of the Risk Advisor is to advise Health PEI staff on complex risk issues that involve patient incidents, complaints and /or legal processes. The role is also to build capacity in the area of quality /risk management within Health PEI. This role will report to the Director of Medical Affairs and Legal Services. Duties will include:

- Provide advice to Quality/ Risk Coordinators, Members of the Senior Management Group of Health PEI, and the Medical Directors on investigations, disclosure processes and/or Medical Staff Bylaws processes to manage patient incidents and/or complaints;
- Take the lead in providing advice and support in preparing staff and the organization in the event of a Coroner=s Inquest;
- Coordinate with and advise Risk Management and Insurance (RM&I) of Provincial Treasury, in managing claims or potential claims;
- Attend portions of regular meetings of the Provincial Risk Management Team, which is comprised of Health PEI Quality/Risk Coordinators and Management, to provide input, advice and support in identifying risk management Health PEI program improvements;
- Develop and maintain a network with legal counsel from other provinces to support research and analysis to inform on risk or patient safety issues, recommendations, policies and solutions;
- Provide advice to the Executive Director of Medical Affairs and Legal Services, the Chief of Emergency Health Services, Long Term Care and Hospital Services East, the Chief of Family & Community Medicine and Hospital Services West and the Chief of Mental Health and Addictions Services and the Health PEI Medical Directors/Department Heads on significant patient incidents and/or complaints arising under the Health PEI Medical Staff Bylaws complaint process;
- Provide education services within Health PEI to improve risk management and conflict resolution capacity;
- Work with legal counsel for ARNPEI and the College of Physicians and Surgeons to develop and implement protocols and procedures for interaction with Health PEI; and
- Other related duties as required.

Minimum Qualifications:

- Must have a law degree from an accredited educational institution with specific legal experience related to the interpretation of health legislation.
- Extensive experience in the provision of legal advice in a healthcare setting and extensive litigation experience, preferably as it relates to health law.
- Must have current license to practice law within the province of PEI.
- Must have basic office software IT skills.
- Must be able to quickly establish a rapport with clients/families, physicians or staff often when the environment is emotionally charged, following a significant sentinel event.
- Must have strong conflict management skills.
- Must have strong investigative skills, time management and organizational skills.
- Must be able to manage multiple priorities to ensure timely response occurs.
- Must have access to reliable transportation.

Other Qualifications:

- Knowledge of the PEI Health System would be considered an asset.
- Knowledge of the PEI Self Insurance Program would be considered an asset.
- Experience working with physicians, and their legal counsel would be considered an asset.
- Additional relevant education and experience will be considered an asset.
- The successful applicant must provide a satisfactory criminal records check prior to beginning employment.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$40.25 - \$50.31 (Level 23 - Excluded)
Bi-Weekly Hours: 75. hours bi-weekly - Days, Occasional Evenings & Weekends
Posting Id: 132266-0218GSTO
Closing Date: Wednesday, March 14th, 2018 **4:00 pm**

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.