

## Senior Manager, Clinical Practice & Privacy

### St. Joseph's Lifecare Centre

Reporting to the Administrator, the Senior Manager, Clinical Practice & Privacy will provide consultation, clinical practice leadership and support to the clinical teams to improve resident-centered care and promote inter-professional practice across St. Joseph's Lifecare Centre Brantford. The Senior Manager will also provide leadership in aspects of clinical services and provide capacity building through effective implementation and sustainability of consistent systems, processes, policies and practices.

As the organization's Privacy Officer, the Senior Manager ensures compliance with all relevant legislation and professional standards related to health information management, including RAI-MDS, MDS and NRS coding, chart completion, release of information, transcription, FOI requests, and records retention.

The Senior Manager has direct leadership responsibility for the IPAC Manager and RAI Coordinators, supporting their performance and professional development.

#### Key Accountabilities:

##### **Team Leadership**

- Provide daily leadership to a small team including the IPAC Manager and RAI Coordinators, fostering performance excellence and ensuring on-going development through coaching and individual development.

##### **Clinical Practice Leadership and Quality Improvement**

- Support Clinical Leaders in developing, implementing, and evaluating mandatory programs under the Fixing Long-Term Care Act, including skin and wound care, falls prevention, pain management, restraints, and continence care
- Provide support on the Medication Management Program in collaboration with the Clinical Leaders and nursing departments
- Contribute to the Continuous Quality Improvement Program through expertise in assessment, evaluation, and clinical performance monitoring; support Accreditation-related activities in collaboration with the Clinical Leaders
- Conduct clinical audits and investigations to evaluate practice effectiveness and compliance with legislation, standards, and SJLCB policies
- Apply quality improvement and business analysis tools to support Clinical Leaders and staff within a quality framework, in collaboration with the Manager of Quality, Learning and Innovation.
- Provide expert clinical guidance, capacity building, and mentoring to registered staff, including Clinical Managers, RNs, RPNs, and PSWs, in collaboration with the Director of Care
- Develop and deliver formal nursing education and training based on identified needs, evidence-based research, and strategic goals, in collaboration with the Manager of Quality, Innovation & Learning and Clinical Practice Learning Specialist

- Lead policy and program development in collaboration with the Administrator and Director of Care to ensure legislative compliance and alignment with CNO and RNAO best practices
- Update and align policies, procedures, and clinical documentation standards (e.g., Point Click Care) with evolving regulatory and legislative requirements
- Develop training and communication materials to support the implementation of new or revised clinical policies
- Maintain and update IPAC program standards and protocols in collaboration with the IPAC Manager, including surveillance, reporting, precautions, hand hygiene, and isolation procedures
- Provide coaching and education to staff on clinical standards and policy implementation
- Build relationships and collaborate with professional associations (e.g., RNAO), internal departments, and external stakeholders
- Actively champion the SJLCB mission, vision, and values; foster a positive, inclusive, and learning-oriented culture focused on safety, quality, and engagement

### **IPAC Program Oversight**

- Provide leadership and oversight of the IPAC Program to ensure compliance with provincial and federal standards and effective outbreak prevention, detection, management, and control
- Maintain and update IPAC program standards and protocols in collaboration with the IPAC Manager, including surveillance, reporting, precautions, hand hygiene, and isolation procedures
- Participate in outbreak investigations and collaborate with the IPAC Manager on infection surveillance, trend analysis, and response strategies
- Oversee the Antibiotic Stewardship Program and monitor resident antibiotic use to promote responsible prescribing practices
- Collaborate with the IPAC Hub, local public health, and national agencies to support coordinated infection prevention initiatives
- Support the development and delivery of IPAC education across departments, including orientation, annual reviews, and targeted training (e.g., hand hygiene, PPE, asepsis, disinfection, and outbreak response)
- Analyze infection trends, clusters, and changes in prevalent organisms in partnership with the IPAC Manager to inform preventative strategies
- Stay current with infection control legislation and best practices; ensure LTC teams are informed and compliant with regulatory requirements

### **Privacy Leadership**

- Conduct annual reviews of records policies at St. Joseph's Lifecare Centre for FIPPA and PHIPA compliance; initiate revisions as needed
- Ensure the privacy, integrity, accuracy, and confidentiality of Personal Health Information in line with legislation and accreditation standards
- Oversee development, implementation, and training on corporate policies related to PIPEDA, PHIPA, FIPPA, and new information integration initiatives
- Ensure compliance with professional standards and policies related to RAI-MDS, NRS coding, transcription, release of information, chart completion, FOI, and health record retention
- Perform regular privacy audits and recommend corrective actions
- Manage Freedom of Information (FOI) requests as required
- Lead investigations into privacy incidents and complaints; coordinate response plans and recommend preventive measures
- Serve as an active member of the Quality Committee and participate in internal committees
- Provide regular reports to the Senior Leadership Team as requested

*This position may be required to perform additional related job functions beyond this description.*

### **Qualifications and Experience:**

- Baccalaureate degree in Nursing; Master's degree preferred
- Current registration and certificate of competence as a Registered Nurse in good standing with the College of Nurses of Ontario
- Minimum 5 years of recent experience in Long-Term Care, with 3–5 years in a management or supervisory role
- Advanced nursing expertise with emphasis on clinical development, practice excellence, and leadership
- Experienced in Infection Prevention and Control to ensure safe, high-quality care
- In-depth knowledge of relevant legislation, including the MLTC Act, MFIPPA, PHIPA, and Ministry of Labour regulations
- Proficient in MDS and RAI tools, quality reporting, and CIHI classifications; MDS credential preferred
- Skilled in nursing research, program planning, and evaluation to drive evidence-informed improvements
- Demonstrated ability to lead process reviews, including needs assessments, coordination, facilitation, and follow-up
- Experienced in quality improvement and applying business analysis tools to enhance service delivery
- Strong proficiency in clinical information systems and EHRs; experience with Point Click Care (PCC) asset
- Competent in Microsoft Office, especially Excel
- Excellent interpersonal, written, and verbal communication skills
- Strong organizational, critical thinking, and problem-solving abilities with attention to detail
- Proven ability to manage multiple priorities and concurrent assignments
- Experience in leading change initiatives and project management
- Effective facilitator and collaborative team player with strong influencing skills
- Committed to equity, diversity, inclusion, and anti-racism
- Leads by example in promoting quality, safety, and compassion in client and staff care

### **What We Offer:**

- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- 100% Employer-Paid Benefits
- Free Parking
- Employee Assistance Program (EAP)
- Employee Discount Program

Interested applicants are encouraged to apply through the SJLCB Careers Page at [St. Joseph's - Senior Manager, Clinical Practice & Privacy](#) or by forwarding their application to HR@sjltc.ca



*St. Joseph's Lifecare Centre Brantford recognizes the importance of immunization to protect our residents, staff, and others from COVID-19. As such, subject to any verified medical exemption or accommodation required by applicable human rights legislation, it will be a condition of employment that all new hires have received all required doses of a COVID-19 vaccine approved by Health Canada.*

St. Joseph's Lifecare Centre appreciates all responses. However, only candidates under consideration will be contacted.

*St. Joseph's Lifecare Centre Brantford is an equal opportunity employer and strives for equity, inclusiveness, and diversity in all programs, facilities, and people. St. Joseph's Lifecare Centre Brantford is committed to creating a barrier-free, accessible organization, utilizing a collaborative approach in supporting persons with disabilities during the recruitment, assessment, selection, hiring, and the ongoing employment life cycle. Upon individual request, the Lifecare Centre will endeavor to remove any barrier to the employment lifecycle to accommodate those employees with disabilities. Should any employee require accommodation through the employment lifecycle, please contact Human Resources*