



## COORDINATOR, TESTING & CLINICAL CARE INITIATIVES

**REPORTS TO:** Senior Lead, Testing & Clinical Care Initiatives  
**STATUS:** 12 Months Contract, full-time (35 hours/week)  
**HIRING RANGE:** \$53,000 - \$55,000  
**LOCATION:** 1300 Yonge Street, Toronto, ON

### ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

### ABOUT THE ROLE

The Coordinator, Testing & Clinical Care Initiatives under the direction of the Senior Lead, Testing and Clinical Care Initiatives, plays a key role in coordinating activities that will contribute to improving care, health outcomes and quality of life of people living with HIV in Ontario. Responsibilities include support of the Ontario HIV Clinic Network (OCN), the growth and coordination of clinical education and training opportunities, and support of incubator programs to test new initiatives in HIV care. The incumbent is responsible for the coordination of quarterly OCN meetings, annual knowledge exchange events, quarterly survey data collection and reporting, and providing ongoing support to implement innovative projects to along the HIV treatment and care cascade and help Ontario achieve the UNAIDS 95-95-95 targets.

#### **Clinical project coordination:**

- ✓ Coordinate quarterly meetings with HIV outpatient clinics (OCN), a community of practice of HIV providers across Ontario, including managing logistics, circulating meeting agendas and materials, and recording, transcribing, and distributing meeting minutes.
- ✓ Coordinate quarterly OCN surveys and collate and analyze the data to produce quarterly and annual reports.
- ✓ Work closely with both Evidence Impact and Data & Applied Science Impact departments to identify emerging clinical issues and/or other evidence/data (e.g. OCS) to inform clinical care and to support consistency in data collection and reporting.
- ✓ Regularly update and promote Ontario's Clinical Care Guidelines, incorporating new evidence (as it becomes available both in hard copy and online formats) and monitoring other health related guidelines that may impact care.
- ✓ Work with the OCN to identify emerging clinical/treatment issues that should be addressed as well opportunities to improve practice.
- ✓ Support training opportunities, including but not limited to the HIV Residency program, to promote high quality HIV care across the province.

- ✓ Support the implementation and expansion of clinical incubator projects such as Patient-Reported Outcomes (PRO) in Ontario Clinics.
- ✓ Coordinate pre-implementation PRO project meetings, including setting dates, preparing agenda and other meeting materials, taking minutes, and following-up on relevant action items.
- ✓ Coordinate the activities related to onboarding sites into incubator projects, including but not limited to, readiness assessments, training sessions, and collecting feedback on training sessions to inform future improvement.
- ✓ Where appropriate, encourage collaboration between clinical stakeholders to promote information exchange, consultation, and other supports to increase the capacity among healthcare providers across the province.

#### **Knowledge sharing:**

- ✓ Work with the Senior Lead, Education and Capacity Building and clinical stakeholders to plan and coordinate clinical education events such as annual OCN Education Day and biennial Endgame conference, and yearly meetings of the Pharmacy group, as required.
- ✓ Support additional Knowledge Translation activities that disseminate evidence-informed recommendations that will support and advocate for high-quality and sustained care for people living with and affected by HIV.
- ✓ Work with the Communications team to produce fact sheets and other KTE products to promote uptake of current guidelines and other findings related to clinical care, engagement and retention.
- ✓ Draft summaries and other content for the OHTN's newsletter, websites and media as required.
- ✓ Ensure that appropriate resources and products are translated in French and other languages, as required.

#### **Program support:**

- ✓ Coordinate and maintain ethics applications, as required.
- ✓ Support evaluation activities that monitor implementation, scale-up, scope shift, as required.
- ✓ Support the Senior Lead, Testing and Clinical Initiatives in the expansion of related initiatives in Ontario.
- ✓ Provide coordination support to other HIV testing and clinical care related activities, as required.

### **ABOUT YOU**

- ✓ Post-secondary degree (or equivalent education and experience) in a relevant field such as health sciences, social sciences, public health, health policy or a related field
- ✓ Minimum of 2 years of demonstrated relevant experience in project coordination and/or administrative support
- ✓ General knowledge of HIV or health sector
- ✓ Strong project management skills with the ability to manage multiple projects simultaneously
- ✓ Experience with ethics applications and processes
- ✓ Proficiency in Microsoft Office Suite
- ✓ Strong communications skills and ability to adjust communications for various audiences
- ✓ Previous work or volunteering experience within the HIV or health sector preferred

## HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to [careers@ohln.on.ca](mailto:careers@ohln.on.ca)

- Please use **“Coordinator, Testing & Clinical Care Initiatives”** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file and named **“Full Name – Coordinator, Testing & Clinical Care Initiatives”**
- Please outline your salary expectations in your cover letter

**APPLICATION DEADLINE:            FRIDAY, JANUARY 27, 2023**

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

*The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.*

*We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.*