

uOttawa Department of Psychiatry

Policy and special projects officer

Position Summary

The position, policy and special projects officer, is responsible for assisting the Department of Psychiatry in developing its policy mandate, supporting the Structured Therapy and Research (STAR) center, assisting with the administration of Fellowships and other projects as needed with uOttawa Department of Psychiatry.

Job Title:	Policy and special projects officer
Department:	Department of Psychiatry, Faculty of Medicine, University of Ottawa
Salary:	\$60 000/year
Term:	1 year
Job Description	
Essential Duties	
<ul style="list-style-type: none"> • Meet with the Chair and Faculty to assist in the development of policy advice, relevant to mental health, to decision makers in Ottawa • Meet with the STAR workgroup and support them to launch workshops, collect marketing data, contact speakers and other relevant work. • Meet with the Chair of Fellowships to assist in the management of Fellows in the different sections of the Department of Psychiatry. • Take on other special projects as required by the Chair. 	
Specific Knowledge and Skills:	
<ul style="list-style-type: none"> • Knowledge of policy development and involvement working with decision makers in the health field. Formal training or experience in this area will be considered an asset. • Strong reasoning, analysis, and writing skills. Experience in preparing academic manuscripts will be considered an asset. • Strong communication skills. • Understanding of relevant provincial and federal laws. • Excellent consultative skills to co-develop solutions with stakeholders. 	

Schedule A

Qualifications

- Graduate degree in a relevant area
- Training or experience in research programs will be considered an asset.
- Bilingualism will be considered an asset

Term

The position is one-year term with possibility of renewal.

uOttawa Department of Psychiatry

Interim Director of Research

Position Summary

The position, Interim Director of Research, is responsible for co-leading the development of a set of collaborative plans with the uOttawa Department of Psychiatry faculty members and academic leaders to ensure that the department reaches its research goals for the 2019-2024 Strategic Plan.

Job Title:	Director of Research
Department:	Office of the Chair, Department of Psychiatry
Salary:	\$20,000/year
Term:	3 years
Job Description	
<p>Essential Duties</p> <ul style="list-style-type: none"> • Lead the organization of the Annual Research Day (2020 will be virtual) • Develop and lead a plan to increase the number of Junior Faculty having a successful research component to their careers. • Develop and lead a plan to increase the number of PR publications in the department by September 2023. • Develop and lead a plan to increase the dollar amount of grant funding in the department by September 2023. • Develop a plan to increase the publication rate of frontline CQI projects. • Collaborate with the Directors of PGME, UGME, PGY-6 training programs, the Director of the Joy in Work Initiative, Drs. Pajer and Hatcher, and Department Manager, Cindy Kimball to produce an Annual Report for the department. • Sit as a voting member of the Department Executive Committee, starting with the September, 2020 meeting. <p>Specific Knowledge and Skills:</p> <ul style="list-style-type: none"> • Strong reasoning, analysis, and writing skills. Experience in preparing academic manuscripts will be considered an asset. 	

- Strong communication skills.
- Excellent consultative skills to co-develop solutions with stakeholders.

Specific Knowledge and Skills:

- Strong reasoning, analysis, and writing skills.
- Strong communication skills.
- Excellent consultative skills to co-develop solutions with stakeholders.

Qualifications

- Must have an MD or PhD in an academic field relevant to psychiatry.
- University of Ottawa, Department of Psychiatry faculty member in good standing, at a minimum of Assistant Professor rank.
- At least three years experience in conducting psychiatric research.
- At least three years experience in teaching residents, fellows, post-docs, or junior faculty.
- Academic leadership experience.
- Bilingualism will be an asset.

Time commitment and remuneration

Applicants should commit ½ day per week, plus occasional after-hours work. Workload varies throughout the year. Administrative support through a shared project manager and a shared administrative assistant will be provided.

Term and Conditions

The term is for a period of 3 years (October 1, 2020 to September 30, 2023). This job is considered Interim because it is an administrative experiment. If the position works as planned, at the end of the term, it will become a permanent position in the department organizational leadership structure. At that point, there will be a faculty-wide competition for a five-year term for the permanent position and the qualifier of "Interim" will be removed from the title. The successful candidate for this permanent job will be eligible for a five-years renewal if appropriate. The Interim Director will be eligible to apply for the permanent position, including the renewal option.

The person holding the Interim Director of Research reports directly to the Chair of the department and will receive Annual Reviews from the Chair.

uOttawa Department of Psychiatry

Director of Fellowship Development

Position Summary

The position, Director of Fellowship Development, is responsible for leading a collaborative process with uOttawa Department of Psychiatry faculty members and academic leaders which will: 1) examine the current landscape of opportunities for foreign and domestic trainees to pursue fellowship training within the department of Psychiatry, 2) identify barriers to creating fellowships, 3) co-create meaningful, high-leverage strategies to address these challenges, and 4) facilitate recruitment of high-quality candidates the department. The Director of Fellowship Development will use the co-developed strategies to expand the reach of the department's educational programs beyond Canada over the next three years, using appropriate methods to ensure continuous evaluation and quality improvement in these strategies.

Job Title:	Fellowship Development Director
Department:	Office of the Chair, Department of Psychiatry
Salary:	\$10,000/year
Term:	3 years, renewable once
Job Description	
Essential Duties	
<ul style="list-style-type: none"> • Represents the department of Psychiatry in the Faculty of Medicine Postgraduate Education Fellowship Committee. • Identifies and meets with faculty (including Psychiatry subspecialty program directors) who are in a position to act as fellowship supervisors, provides guidance and reduces barriers for these faculty in developing and running fellowship programs in their areas of expertise. • Aides in the development and submission of fellowship proposal applications for new fellowship programs. • Guides faculty members acting in the role of fellowship supervisors to ensure they are providing high-quality fellowships to their trainees that meet the expectations of the UOttawa Faculty of Medicine Postgraduate Office. 	

- Conducts an annual review of the fellowship programs, including seeking feedback from fellows to direct continuous quality improvement within these programs.
- Is a voting member of the Department Executive Committee, starting with the September, 2020 meeting.

Specific Knowledge and Skills:

- Working knowledge of policies and procedures within PGME as they pertain to fellowship trainees.
- Strong reasoning, analysis, and writing skills. Experience in preparing academic manuscripts will be considered an asset.
- Strong communication skills.
- Understanding of relevant provincial and federal laws that pertain to recruiting foreign fellows.
- Excellent consultative skills to co-develop solutions with stakeholders.

Qualifications

- MD or equivalent.
- University of Ottawa, Department of Psychiatry faculty member in good standing.
- Leadership experience in a clinical or academic role for a minimum of 5 years.
- Training or experience in recruiting and organizing application packages for foreign fellows will be considered an asset.
- Bilingualism will be an asset.

Time commitment and remuneration

Applicants should commit ½ day per week, plus occasional after-hours work and other responsibilities. Workload varies throughout the year. Administrative support through a shared project manager and a shared administrative assistant will be provided.

Term

The term is for a period of 3 years (August 1, 2020 to July 31, 2023) with the possibility of renewal. There will be annual reviews with the Department Chair. An extensive review will be held in year 3 of the term should the incumbent wish to pursue a second term.