

**Posting #25-056CU**

## **Clinical Patient Recruiter and Trainer Northern Medical Program, Division of Medical Sciences Regular, Full-time**

### **Purpose**

Reporting to the Northern Medical Program (NMP) Program Manager, Years 1 & 2, with functional reporting to the Patient Program Supervisor, the Clinical Patient Recruiter and Trainer (CPRT) is located at the University Hospital of Northern British Columbia (UHNBC) and will share an office with other members of the Patient Program team. The CPRT coordinates recruitment and training of Volunteer Patients (VPs), Clinical Teaching Associates (CTAs), Standardized Patients (SPs), and hospitalized inpatients used for teaching and assessment in the Division of Medical Sciences, primarily within the NMP and for other Health professional programs at UNBC, including the UNBC School of Nursing, Master of Science in Nursing – Family Nurse Practitioner program (MScN – FNP). This position plays a key role in the delivery of Objective Structured Clinical Exams (OSCEs) for the NMP and UNBC MScN – FNP programs. The CPRT will liaise with NMP and UNBC MScN – FNP Course Directors, Northern Health Authority (NHA), and staff, academic, and clinical faculty at UHNBC, UNBC, and the University of British Columbia (UBC) Faculty of Medicine (FOM) distributed sites, including the Island Medical Program in Victoria (IMP), the Southern Medical Program in Kelowna (SMP), and the Vancouver Fraser Medical Program in Vancouver (VFMP) to carry out these responsibilities.

### **Responsibilities**

Duties include but are not limited to:

- Coordinating and administering the recruitment, training, and support of SPs, VPs, CTAs, and inpatients whose involvement is necessary for teaching and assessment within the educational programs within the UBC NMP and UNBC MScN – FNP programs;
- Working closely with the Curriculum and Program Faculty Leads, Program Managers, clinical tutors and staff within the NMP, Northern Health, UNBC, Community Health Agencies, and other UBC FOM staff, staff at VFMP, IMP, and SMP;
- Recruiting, selecting, training, evaluating, and scheduling individuals for all programs, giving presentations, advertising, and liaising with local groups;
- Collaborating with colleagues and faculty on the development and revision of teaching and assessment materials. Acts as an SP Trainer leader on the revision, including advancing the principles of equity, diversity, and inclusion (EDI) within the work;
- Working with the Assessment and Examination team to coordinate and deliver the OSCE across all four years of the UBC NMP program and the UNBC MScN – FNP program;
- Working with course leadership, faculty, and the nursing staff at UHNBC to locate and identifying clinically appropriate hospital ward in-patients. Using critical thinking and clinical judgement to assess the patient's suitability, safety, mental, and physical wellbeing and willingness to work with medical students during curricular clinical skills sessions;
- Considering the safety and wellbeing of students in assignment decisions;
- Leading recruitment, training and scheduling of the CTAs for co-teaching sensitive examinations, which include breast/chest exams, pelvic exams, and genitourinary and prostate exams;

- Coaching/teaching individuals to act and role play as medical patients within very tight and well-described parameters;
- Acting as a spokesperson for the needs of VP, SP, and CTA programs in meetings with external groups and agencies within the community;
- Identifying opportunities and fostering engagement with community organizations to celebrate diversity, build on strengths found in differences, and promote healthy inclusive education, training and support through the Patient Program's activities;
- Maintaining database information – inputting, managing, and monitoring data; ensure data integrity; and generating and preparing reports as required;
- Maintaining contact with Patient Program participants on a regular basis through email, newsletters and events to keep VPs, SPs, and CTAs involved and engaged in the program and to retain a robust database of patients and CTAs;
- Providing input regarding policies and procedures through representation at meetings and as a member on various committees as required;
- Supporting the correct and timely financial processing of all patient program activities in accordance with guidelines, policies, and procedures;
- Securing, preparing, and maintaining an inventory of medical equipment and props for use in clinical teaching and examinations;
- Preparing and maintaining procedures manuals;
- Providing program support to colleagues during absences; and
- Contributing to the NMP team as required.

## Qualifications

The successful candidate will possess the following:

**Education:** The successful candidate will possess an undergraduate degree and hold current licensing in nursing.

**Experience:** A minimum of three years' experience in a health care setting or a large, complex organization is required. Clinical experience or direct patient care in a health care setting and experience dealing with sensitive and private information; recruiting, assessing, and providing feedback; training and/or giving information to groups and individuals; and working with professionals across organizations is essential. Medical terminology, knowledge of hospital medical records systems and the process for acquiring informed consent within a health professional setting is required.

## Knowledge, Skills, Abilities, and Competencies

- Knowledge of the community and its available resources, both internal and external to the University and hospital;
- Demonstrated interpersonal and diplomacy skills, as well as demonstrated ability to develop effective working relationships with community members, staff, faculty, and students;
- Enthusiasm to nurture an environment that celebrates diversity, builds on strengths found in differences, and seeks to encourage growth in all members of the team;
- Enthusiasm to work with equity, diversity, and inclusion-based approaches to advance decolonization and Truth and Reconciliation initiatives;
- Experience in promoting healthy, gender-inclusive education, training, and support;
- Demonstrated strong independent problem-solving and organizational skills, especially in the delivery of examinations, events, and projects;

- Demonstrated ability to work independently, relate to and work with people at all levels; ability to function collegially within a close team-working environment;
- Ability to exercise a high level of tact and discretion, sensitivity, and empathy; project a positive image, and be diplomatic in stressful situations while maintaining confidentiality in dealing with patients, students, and Faculty;
- Demonstrated verbal and written communication skills;
- Demonstrated ability to take initiative and to work under pressure to meet deadlines;
- Flexible and comfortable when navigating ambiguity;
- Proficient in the use of MS Office Suite (Outlook, Word, Excel, PowerPoint, Access), SharePoint, and web browsers; comfortable learning new technologies;
- Knowledge of file and records classification systems and processes;
- Good understanding of University institutional initiatives and administrative policies and procedures;
- Flexibility regarding work hours and ability to work outside regular work hours is required;
- Familiarity with the Freedom of Information and Protection of Privacy Act and the maintenance of confidential files and personal information is required; and
- Experience in theater arts and/or acting training is an asset, as is experience as a Standardized Patient.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeeewellbeing@unbc.ca](mailto:employeeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-056CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on July 3, 2025.**

