

## Job Description

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<b>Job Title:</b>	Practicum Coordinator, Professional Graduate Studies Programs
<b>Department:</b>	School of Public Health and Health Systems
<b>Reports To:</b>	Directly: Administrative Officer; Functionally: Associate Director, Professional Graduate Studies
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	November 2, 2018

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### **Primary Purpose**

The incumbent is responsible for providing leadership to the practicum portion for the graduate professional programs in the School as well as accreditation needs of the Masters in Public Health (MPH) and Bachelor of Public Health (BPH) programs. S/he will work in a team of staff and faculty led by the Associate Directors responsible for Professional Programs (ADPP) and the Research Graduate Programs (ADRGP) in the School.

### **Key Accountabilities**

#### **Manages and leads the practicum component of the MPH, MHI, MHE, DrPH, Research Graduate MSc and PhD programs, including:**

- Working with external partners to identify appropriate practicum placements. These include practicum sites in domestic and international governmental, intergovernmental, nongovernmental and civil society organizations involved in population health, health evaluation, health informatics, and related areas.
- Writing and implementing Memoranda of Understanding with partners that undertake, inter alia, to offer practicum placements. This includes facilitating practicum opportunities for students undertaking international exchanges.
- Working with the University Secretariat to execute legal agreements with these partners as needed.
- Working with site preceptors to ensure that they understand practicum requirements and their responsibilities vis-à-vis supervision and evaluation of students.
- Preparing students for their practicum and orientating students to the working environment relevant to their particular course of study.
- Mentoring students to develop learning plans and objectives relevant to their specific program and their interests and career goals.
- Advising students in the preparation and completion of practicum plans.
- Ensuring that students and site preceptors submit practicum progress reports, practicum evaluation/feedbacks and reflection sessions, in both on-line and face-to-face settings.
- Writing annual reports identifying practicum placements and reporting evaluation metrics.
- Evaluating the student placement process and experience and, with the ADPP, ADRGP and staff team, design and implement improvements for future practicum placements.
- Designing, implementing, and analyzing surveys for practicum placements to gauge satisfaction and evaluate the practicum experience.
- Writing proposals to seek practicum support and funding from external partnerships and agencies (e.g. CIHR).

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- Managing the practicum component of the School Learn website.
- Working with internal and external staff to identify and secure potential sources of funding for the practicum program.
- When and where appropriate, liaising with the UW co-op program to support appropriate co-op placements for BPH students.

### **MPH/BPH Program Accreditation:**

Leads accreditation of relevant professional programs by:

- Analyzing relevant data (enrolments, practicum and post-graduation job placements, post-graduation surveys, financial information), and writing relevant reports and self-study documents as required. This will include working closely with the ADPP, faculty, and the Professional staff team to obtain and compile the relevant data. Incumbent will take the lead role in technical writing relevant to accreditation requirements.
- Supporting professional development initiatives of School faculty to help build the capacity of the public health workforce in Ontario, including supporting the development of partnerships with governmental and nongovernmental public health agencies and organizations.

### **Other Administrative Duties:**

- Working in collaboration with the graduate programs administrative support team, participates in the planning, developing, managing and promotion of activities that may include graduate enrolment, graduate student orientation, graduation events, and the organization of career planning and development workshops.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Masters in Public Health, or equivalent education and experience.

### **Experience**

- 3 years of experience in a public health practice setting

### **Knowledge/Skills/Abilities**

- Understanding of public health and health care systems
- Knowledge of competencies required for public health, health informatics, and health evaluation practice
- Advanced demonstrated writing skills
- Advanced expertise in Office Suite
- Knowledge of Drupal, Quest, Desire-2-Learn, Adobe an asset

## **Nature and Scope**

- **Contacts:** This position requires excellent leadership skills, verbal and written communication, organizational and problem solving skills; the capacity and demeanor to deal professionally with other universities and organizations as well as faculty, students and other university administrative staff at the University of Waterloo
- **Level of Responsibility:** The job is highly specialized, requires independent work, and provides guidance to others, including faculty, students, and staff.

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- **Decision-Making Authority:** The incumbent makes decisions based on the University of Waterloo policies and procedures in regards to practicum matters, referring students to the appropriate departments and services as required.
- **Physical and Sensory Demands:** There is a frequent need to give close attention to various stimuli such as written material and information given verbally to others. The work is varied. There are deadline pressures that need to be balanced with the demand for thoroughness and accuracy. The ability to juggle and prioritize multiple simultaneous demands and files is required.
- **Working Environment:** Much of the time is spent sitting in an office environment. Travel with requirements for overnight stays and after hours work required on occasion. The incumbent is expected to show initiative and be able to work independently with little supervision as well as in a collaborative team environment.