

## Job Description

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<b>Job Title:</b>	Program Manager, International Optometric Bridging Program
<b>Department:</b>	School of Optometry and Vision Science
<b>Reports To:</b>	Director, International Optometric Bridging Program
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	June 2017

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### **Primary Purpose**

The International Optometric Bridging Program (IOBP) is designed to provide optometrists educated outside Canada and the United States with a structured orientation to Canadian standards of optometric practice. The program provides qualified applicants with opportunities to gain the critical language, academic and clinical skills necessary for registration in Canada.

The International Optometric Bridging Program programs are designed to prepare applicants to move forward to the Canadian Assessment of Competence in Optometry (CACO); the examinations necessary for registration to practice optometry in Canada.

The number of participants varies from year to year; usually between 30 to 36. Two programs are delivered Bridging One (short) is 10 weeks on-site plus a 4 week externship. Bridging Two (long) is 48 weeks, including on-site and two 10-week externships.

The IOBP receives a grant from the Ministry of Citizenship, Immigration and International Trade. In addition, operational costs are paid for by student tuition.

This is a part-time (0.5 FTE) position and is contingent upon funding.

### **Key Accountabilities**

**Oversees the development and delivery of courses necessary to adequately prepare IOBP participants for optometric practice in Canada**

- In consultation with the Director, provide hands on course development and refinement for all courses offered through both programs (Bridging One and Two)
- Based on critical feedback from instructors and students, refine course delivery after each offering. This could mean small changes or, if needed, the total overhaul of key components.

**Assist the Director (IOBP) to represent the IOBP to stakeholders including government, professional associations, regulatory bodies, optometrists, and to current and future participants in the IOBP**

- Provide back up for the Director at professional meetings when required
- Provide advice and/or guidance to the Director regarding specialized areas of concern

**Arrange all staffing requirements for the execution and delivery of both Bridging programs**

- In conjunction with the Director, solicit, hire supervise all IOBP instructors
- Ensure proper cover of all course content
- Authorize travel reimbursement and payment for all instructors

### **Provide leadership in a team-based environment**

- In the absence of the Director, provide guidance and leadership to the Program Co-ordinator and/or program instructors and students
- In the absence of the Director, deliver disciplinary action when required

### **Required Qualifications**

#### **Education**

- Doctor of Optometry degree, or equivalent education and experience.

#### **Experience**

- Minimum 5 years optometric experience; administrative experience preferred.

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

- Proven strategic and creative thinking
- Strong analytical and problem solving, interpersonal, organizational and communication skills
- Tact, judgement & diplomacy are essential
- Ability to manage multiple priority projects
- Demonstrated ability to work independently
- Intermediate MS Office Suite capabilities

### **Nature and Scope**

- **Contacts:** Must be able to develop and cultivate relationships with a range of stakeholders within the University (engage other faculty members as instructors); outside the university (for instance, engaging practicing optometrists as externship supervisors); as well as students and future students in the program. Must be able to work as part of a small team.
- **Level of Responsibility:** Demonstrated ability to engage others to participate in the education of 30 and 40 IOBP participants annually.
- **Decision-Making Authority:** The Manager is responsible for the development of course content and identifying and hiring qualified instructors to teach courses within the IOBP; ensuring classes, labs and exams are scheduled appropriately; assisting the Director with development of an IOBP budget; identifying and hiring subjects for various labs; assisting in the development of various policies; and participate as a member of the IOBP Admissions and Advisory Committees.
- **Physical and Sensory Demands:** Usual administrative demands.
- **Working Environment:** Mostly based at the School of Optometry and Vision Science in an office or classroom environment. Some travel to meet with stakeholders is necessary.