

**Project Coordinator, Fracture Screening and Prevention Program Database
Full Time Position
Toronto, ON
Job Description**

Osteoporosis Canada (OC), a registered charity, is the only national organization serving people who have, or are at risk for, osteoporosis. OC works to educate, empower and support individuals and communities in the prevention and treatment of osteoporosis.

BACKGROUND:

Osteoporosis is a disease characterized by low bone mass and deterioration of bone tissue. This can cause the skeleton to become fragile, so that even a slight bump or fall, from standing height or less, can lead to a broken bone (referred to as a fragility fracture). Osteoporosis has no signs or symptoms until a fracture occurs – this is why it is often called a ‘silent disease’.

In February 2005, the Ministry of Health and Long-Term Care announced Ontario’s first **Osteoporosis Strategy**. The goal of the Strategy is to reduce morbidity, mortality and costs from osteoporotic fractures using a patient centred, inter-disciplinary approach that is integrated across health care sectors and aims to reduce osteoporotic hip fractures in Ontario by 20% by 2020.

The Fracture Screening and Prevention Program (FSPP), a secondary fracture prevention initiative launched in 2007, is a key priority area for the Ontario Osteoporosis Strategy. Fracture Prevention Coordinators (FPCs), as part of the Ontario Osteoporosis Strategy (OOS) at Osteoporosis Canada, implement the FSPP in fracture clinics around the Province.

The Project Coordinator, Fracture Screening and Prevention Program Database (FSPPD) will play a key role in planning, developing, and implementing database related initiatives through collaborative partnerships with internal and external stakeholders. This position is instrumental in supporting the users of the existing FSPP database and overseeing implementation of regular updates/revisions by our database provider.

JOB SUMMARY:

- Participate in conceptualizing, planning, testing and implementing database changes including coordination with database provider, project consultants and other stakeholders.
- Liaise with database provider to prioritize, manage and control the ongoing maintenance and development of the database.
- Ensure adequate quality control processes are in place to support the database, maintain high operational availability and enhance user experience.

- Manage project lifecycles and ensure that milestones and timelines are met.
- Assist in the development, dissemination and periodic review of program procedures, guidelines, tools and other resources, as they relate to the database.

Reports to: Program Manager, Fracture Screening and Prevention Program

KEY RESPONSIBILITIES:

- Collaborate with the FSPP database development team to update, test and manage the FSPP Database.
- Liaise with database provider to ensure smooth operation of the database, protection of personal health information and on-going maintenance and development.
- Prioritize FSPP database changes/modifications while ensuring minimal downtime.
- Provide remote troubleshooting support for users with regard to mobile apps, iOS, airport express and printers.
- Collaborate with Osteoporosis Canada's ICT team on hardware and software needs with regard to the FSPPD.
- Engage and negotiate IT network access issues with 3rd party hospital IT infrastructure teams.
- Assist in procuring new equipment and peripherals for FSPP.
- Enroll new iPads in Apple's Device Enrollment Program (DEP) and configure for new users.
- Maintain AirWatch environment and roll-out new App builds.
- Liaise with the evaluation team, particularly with regard to ensuring data quality, access to reports and de-identified data extracts for evaluation purposes.
- Monitor FSPP database project financials.
- Participate in the development, dissemination and review of program procedures, guidelines and tools, as required.
- Develop and deliver and/or coordinate remote and onboarding FSPPD training.
- Present FSPPD findings and/or provide regular FSPPD updates to program staff, internal and external audiences, as required.
- Attend local, regional and provincial meetings, as required.
- Other duties and projects as assigned.

QUALIFICATIONS:

- Post-secondary education, preferably in a health related field.
- PMP, CAPM, or equivalent designation (or working towards) preferred.
- Minimum one year of experience in project management or related field.
- Experience in projects related to health and/or database management is an asset.
- Forward thinking self-starter who demonstrates the ability to take initiative and to manage projects independently.
- Impeccable attention to detail and ability to problem solve.
- Strong multi-tasking and time management skills.
- Excellent stakeholder management and relationship building skills in diverse settings.
- Team player with superior communication and interpersonal skills.

AREA OF WORK:

Osteoporosis Canada's National Office
Toronto, Ontario

Some travel may be required.

Salary: \$60,000 per annum.

Submit resume and cover letter by Thursday January 24th, 2019 to:

osrecruiting@osteoporosis.ca

Please ensure the subject line of your email includes 'PC-FSPPD'.

No phone calls please. Only those candidates selected for an interview will be contacted.