

## Lead, Pediatric Clinical Care Guidelines Platform

The Department of Pediatrics invites applications for the role of Lead, Pediatric Clinical Care Guidelines (PCCG) Platform. This is a 0.25 FTE administrative leadership position. The Lead is a 3-year term, assuming continued satisfactory performance by the incumbent and the continuing support of the Department Head.

The PCCG Platform is a newly established program that makes it easy for pediatric care providers across Alberta to access clinical care guidelines. The goal of the PCCG is to reduce adverse events and improve outcomes for sick children by streamlining and simplifying the way care providers produce and access clinical guidelines by:

- Unifying all pediatric clinical care guideline development
- Establishing a formal process for guideline development, review, updating, and approval
- Providing an open-access, easy-to-navigate web platform that can be used by care providers in the hospital, in community practice, and in rural areas

The PCCG Platform will be available for hospital-based care providers as well as those in the community including rural areas. By building the PCCG Platform, pediatric care providers will finally have the ability to access the information they need, when they need it, in order to make the best decisions for patient care. This will lead to improved care for children in Alberta by reducing medical treatment errors and promoting consistency of care.

To help achieve this, the PCCG Platform is recruiting a Lead, who will be responsible for building connections with clinical areas that want to add or develop content, guiding the process, and overseeing the operations of the Platform.

### **Duties and Responsibilities**

#### Platform Operations

- Oversee the Platform operations
- Develop the vision for the Platform
- Establish standard operating procedures (SOPs) for developing, reviewing, and approving new guidelines, as well as a process for cyclical revisions and updates
- Act as a subject matter expert for document review and finalizing to the standard required
- Identify priorities for guideline revisions and new content
- Promote engagement in Platform activities among colleagues and stakeholders, especially those responsible for reviewing and updating documents
- Share information about the Platform with the medical community, including presentations and workshops
- Oversees the financial aspects of the Platform in alignment with the approved budget
- Management/supervisory responsibilities for Platform Coordinator/Admin
- Responsible for quality control of documents with relevant and key links and cross referenced with all subspecialist categories
- Advocates for and identifies potential opportunities for long-term Platform support to ensure sustainability

### Trainee Support

- Establish opportunities for trainees (e.g., residents, fellows) to become immersed in the process and play a central role in supporting areas in need of new or revised guidelines
- Identifies and recruits new trainees to participate in Platform activities
- Provides guidance and mentorship for PCCG Platform trainees

### Governance Committee

- Establish the Platform governance committee and ensure the membership has broad representation from various sections/units
- Chair the Platform governance committee and ensures that the committee meets regularly
- Develop terms of reference for the committee
- Ensure all ACH guidelines are vetted through the committee
- Establishes an action plan for committee decisions

### Qualifications

Applicants must hold an MD and Fellowship of the Royal College of Physicians and Surgeons of Canada (or equivalent) in Pediatrics and must be currently licensed with the College of Physicians and Surgeons of Alberta (CPSA). Eligible applicants include physician members of the Department of Pediatrics who also hold a clinical or academic appointment in the Cumming School of Medicine. Applicants do not need to be based at the Alberta Children's Hospital but will be required to work at the ACH regularly as part of this role.

For more information regarding this position, please contact: Dr. Antonia Stang, Department Head, Pediatrics. Interested applicants should include the following attachments with the application:

- Cover letter
- Curriculum vitae

**The deadline to submit applications is February 6, 2023.** Application materials should be submitted by email to Dr. Antonia Stang ([Antonia.stang@ahs.ca](mailto:Antonia.stang@ahs.ca))