



Fraser Health Ethics Services is recruiting a Coordinator to support its various programs including an annual ethics training program and networking of course graduates. The Coordinator will be instrumental in setting up a new Fellowship program under development.

We are looking for someone with a sound theoretical understanding of bioethics who is interested in applying this lens in the context of a complex healthcare system. The ideal candidate is a kind, smart and hard-working individual with excellent organizational skills, very good communication skills, and who works both independently and closely with others in a team setting.

The Coordinator will be exposed to and be able to support a wide range of complex ethically challenging situations across the continuum of care. This opportunity offers a young bioethicist a chance to be challenged and develop in a supportive, dynamic, active bioethics team that pays specific attention to EDI.

This is a one-year contract position. Preference will be given to candidates who will live in the Lower Mainland. Very highly qualified applicants who wish to work remotely will also be considered.

## **Job Description**

Coordinator, Ethics Services

Corporate Office

DEPARTMENT: Ethics and Diversity Services  
 REPORTS TO: Lead, Ethics and Diversity Services Strategic Initiatives  
 JOB DESCRIPTION NUMBER: E3935  
 JOB CODE: E3935

### **OVERVIEW:**

Supporting the Vision, Values, Purpose and Commitments of Fraser Health including service delivery that is centered around patients/clients/residents and families:

This role is responsible for providing support and promoting awareness of Fraser Health's (FH) ethics and diversity resources and services by organizing formal training opportunities and making resources available to FH staff on issues related to ethics in the context of diversity and inequality.

### **KEY AREAS OF INVOLVEMENT INCLUDE:**

1. Coordinates and serves as a Teaching Assistant for Fraser Health's (FH) annual "Making Ethics Real" bioethics training program, including reviewing and screening applicants, disseminating materials, connecting with external speakers, identifying and developing course materials, coordinating course teleconferences and workshops, marking participants work and providing critical feedback.
2. Supports the implementation of a regional ethics fellowship model by coordinating all program aspects including, but not limited to, content delivery, relationship between fellow and supervisor(s), and program model evaluation.
3. Supports the networking of ethics resources by providing regular correspondence through email or various forums.

4. Supports the organization and delivery of system-level ethics consultation, coordinating consults, doing preliminary literature reviews, undertaking initial ethics analysis, participating in consult meetings, transcribing notes, and managing documentation and communication.
5. Identifies, develops material for, coordinates and delivers education workshops and events in various areas within the department.
6. Supports the department's evaluation activities by developing evaluation strategies for projects, analyzing and reporting on available evaluation data, and supporting the department's broader program evaluation strategy, including tracking and analyzing educational activities and clinical, system, diversity consultation logs, and implementing the department's broad program evaluation strategy.
7. Supports research activities, including organizing meetings, focus groups, and interviews and participating in grant writing and reporting.
8. Undertakes literature reviews in bioethics, public policy, EDI, and other health related areas.

QUALIFICATIONS:

Master's degree in bioethics plus one year of experience in a complex regulatory health care environment, or an equivalent combination of education, training, and experience.

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COMPETENCIES:

Demonstrates the leadership practices of the Fraser Health Leadership Framework of Clear, Caring and Courageous and creates the conditions for people to succeed.

Professional/Technical Capabilities

1 Strong conceptual understanding of the areas of ethics and diversity 1 Outstanding personal relationship skills 1 Excellent moral reasoning skills. 1 Ability to conduct literature searches and reviews. 1 Ability to work with senior staff on sensitive and confidential issues. 1 Ability to coordinate and evaluate processes and procedures. 1 Strong proficiency with and ability to develop systems using a variety of computer software including internet-based applications and MS Office at an intermediate to advanced level.




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Manager

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Date

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Employee Experience

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Date

Revised: 24/Jul/2023

Replaces: 01/Dec/2013