Perth and Smiths Falls District Hospital

Patients and Families THE Heart OF Care

Clinical Operations After-Hours Supervisor
Temporary Part-Time

October 30, 2026

About the Perth and Smiths Falls District Hospital:
Located in the charming and historic Perth and Smiths Falls region, within close proximity to urban centres such as Kingston, Brockville, Ottawa, and on the banks of the Rideau Canal system – a UNESCO World Heritage Site, PSFDH plays an important role in the lives and well-being of the 60,000+ residents living within its catchment area. PSFDH is an exemplary accreditation organization that delivers a broad range of primary and secondary services and programs to residents of three large rural counties. PSFDH's mission is to provide high quality patient and family-centered care built on collaboration and partnerships.

About the Opportunity:
The Clinical Operations After-Hours Supervisor provides overall management, coordination and clinical expertise of the hospital-wide services during hours of duty (evenings, weekends, stat holidays and other days as required) in a supportive, facilitative and empowering manner. This position is responsible for recourse allocation, staff utilization, bed management, patient flow planning, risk management, disaster response and the promotion of service excellence and quality improvement across all hospital programs in order to optimize quality patient care. Clinically, this position provides expert support for complex patient situations and crisis management for patients and families.

DUTIES AND RESPONSIBILITIES:

Under the direction of the VP of Clinical Care, this role will be responsible for:

1. Clinical Practice
- Provide advice and support for the care of complex patients
- Develop and maintain a risk supervisory support for patients, visitors, staff incidents and complaints
- Facilitate the timely resolution and communication of patient and family issues in collaboration with appropriate stakeholders
- Ensure that all situations handled are appropriately documented and forwarded to appropriate stakeholders

2. Leadership and Administration
- Act as administrative lead for the hospital during hours of duty
- Coordinate initial response to critical incidents, emergency codes, issues regarding health and safety and internal/external disasters
- Establish regular communication with the nursing and support staff team to ensure efficient and effective problem-solving and flow of communication by making regular rounds throughout the hospital
- In collaboration with the appropriate members of the hospital leadership team, conduct investigations into staff, patient and operational issues as required

3. Resource Utilization

- Ensure appropriate staffing levels based on patient acuity, occupancy and standards of care by re-assigning, replacing or delegate unit to contact staff t meet patient care needs or respond to changing acuity levels (including authorizing overtime)
- Support and assist in the implementation of all strategic objectives as related to patient flow
- Develop and participate in implementing strategies that improve cost containment/effectiveness and enhance efficiency while improving or monitoring quality of patient care
- Recommend needs for minor and capital equipment
- Participate in hospital committees as required

JOB SPECIFICATIONS:

Required

- Bachelor's Degree in a registered healthcare profession
- Candidates must be qualified for professional practice in Ontario and registered with their discipline specific professional College
- Minimum of three (3) to five (5) years' of clinical experience
- Demonstrated effective interpersonal, conflict resolution and communication skills
- Proven facilitation, collaboration and leadership skills
- Demonstrated information technology/systems competency

Preferred

- Other related professional memberships/interest groups
- Experience with clinical documentation in an Electronic Health Record
- Membership in Specialty related Professional Association
- Experience with leading Quality Improvement Initiatives

Working Conditions:

Hours: 8-Hour Shifts, Evenings and Weekends – subject to change at the discretion of the VP of Clinical Services.

Interested applicants are invited to send a resume and letter of application, in confidence, to HR@psfdh.on.ca.

The Human Resources Department
Perth and Smiths Falls District Hospital
60 Cornelia Street West
Smiths Falls, Ontario K7A 2H9
Email – HR@psfdh.on.ca
Telephone - (613) 613-283-2330 ext. 1888
Website - www.psfdh.on.ca

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance. We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.