

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
ONA 2026-230**

DATE: August 17, 2026

DEPARTMENT: CLINICAL SERVICES

POSITION: STAFF DEVELOPMENT COORDINATOR- RN
TEMPORARY PART-TIME

About you:

Are you someone who loves to plan? Are you also someone who thinks learning is fun, you enjoy coaching others & want to see them succeed? Do you have excellent written and oral communication skills and consider yourself approachable? If so, we want to hear from you!

Summary of Duties:

The Staff Development Coordinator is accountable for the planning, implementation, coordination and evaluation of comprehensive educational programs to meet the competency and professional development needs of hospital staff. The coordinator participates in project implementations, committees, and policy and procedure development in order to maintain and adhere to quality improvement initiatives. The appropriate candidate must be willing to learn new applications in order to update support materials and to provide training on newly acquired processes and products. This position will also assume the coordination and education of newly hired nursing staff through Clinical Orientation.

Mandatory Qualifications:

- Bachelor's Degree in Nursing
- Current Registration with the College of Nurses of Ontario
- Knowledge and awareness of current health care issues
- Experience and proven ability in program development, implementation and evaluation
- Excellent computer skills (Microsoft Office, PowerPoint, Excel, Meditech and Oracle EMR system)
- Demonstrated leadership abilities
- Ability to work independently or within a team environment
- Excellent oral, written and presentation skills
- Excellent organizational and time management skills
- Current knowledge of nursing practice and skills

Asset:

- Master's Degree in Health related field.

Salary: \$42.71 - \$43.78 - \$44.91- \$46.90 - \$49.01 - \$51.47 - \$54.03 - \$56.73 - \$61.21

Close Date: August 24, 2026 at 4:00 pm

How to apply: Please send an email and resume to HR@psfdh.on.ca, stating the job number in the subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

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. 1888 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.