

JOIN THE NBRHC TEAM!

VACANCY

Applications are invited from qualified individuals to fill the following position:

One Permanent Full-Time Program Assistant

Medical Affairs

NBRHC – North Bay Campus

(Flex Hours may be required including some evenings and weekends)

Reporting to the Manager of Medical Affairs, the Program Assistant will join the Medical Affairs team in the role of Site Administrative Coordinator, providing a wide range of administrative and coordination services to support the effective delivery of medical education and clinical training. This position acts as a key liaison between the North Bay Regional Health Centre (NBRHC), NOSM University (NOSM U), and affiliated medical learners and staff.

- Serve as the primary liaison between NOSM U faculty, medical learners, NBRHC professional staff, and other stakeholders.
- Coordinate medical learner clinical rotations, including placements for medical students, residents, midwives, and physician assistants.
- Arrange preceptor assignments and on-call schedules for learners.
- Plan and schedule the 8-month Comprehensive Community Clerkship (CCC) for third-year NOSM U medical students in accordance with university clinical requirements.
- Facilitate onboarding of all medical learners, including orientation sessions, scheduling, and coordination of necessary resources.
- Provide administrative support to North Bay Site Directors for the Family Medicine and Psychiatry Residency Programs.
- Plan and coordinate medical learner-related events.
- Support learner evaluation and assessment processes by collecting and distributing relevant documentation.
- Compile and analyze rotation data; prepare reports for NBRHC, NOSM U, and the North Bay Physician Local Education Group (NBPLEG).
- Collaborate with the Medical Affairs team to support ongoing and new departmental initiatives.
- Perform general clerical duties and other tasks as assigned.

Qualifications include:

- ☐ Successful completion of a College Diploma in office/medical administration, business administration or human resources
- ☐ Minimum two (2) to three (3) years recent office administration or human resources experienced, preferably in a medical/hospital setting required
- ☐ Experience working with physicians preferred

- ☐ High level of computer proficiency (Microsoft Word, Power Point, Excel)
- ☐ Computer literacy
- ☐ Valid "G" driver's license
- ☐ Organized, reliable, and collegial individual who can perform with minimal supervision
- ☐ Demonstrated initiative and ability to organize projects & workload
- ☐ Strong verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner
- ☐ Excellent time management skills and the ability to be versatile, responsive and adjust quickly in a fast-paced environment
- ☐ Ability to manage multiple tasks, meet tight deadlines and handle competing priorities
- ☐ Good attendance and work record
- ☐ Must be able to support and contribute to a culture of safety and prevention of adverse health events in our organization
- ☐ Bilingualism (English/French) is an asset.

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates should address their resumes quoting File # **NU M-25-055** dated no later than **Friday October 31, 2025 at 1200 hrs to**:

North Bay Regional Health Centre

Medical Affairs Office

physicianrecruitment@nbrhc.on.ca

Date Posted: TUESDAY, OCTOBER 21, 2025

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.