

Job Posting: Standards Project Lead

The Federation of Dental Hygiene Regulators of Canada provides national leadership in Dental Hygiene regulation for the protection of the public.

We are currently recruiting a term (1-year) full-time Standards Project Lead to work on the creation of a Code of Ethics for dental hygiene. It is possible that the contract could be extended by an additional year in order to also create National Standards of Practice.

The FDHRC office is in Ottawa, though the incumbent may work remotely in any location within Canada.

The Standards Project Lead is responsible for managing the creation of a National Code of Ethics for dental hygiene. Working with an Expert Panel, the Project Lead will research and develop a national code of ethics that is rooted in protection of the public.

Description of Duties

1. Develop Code of Ethics – 95%
 - Recruit a national Expert Panel to advise on the development of a Code of Ethics.
 - Research evidence-based models for a Code and present a recommended model.
 - Research best practice and evidence on a Code, then present a draft.
 - Lead a national consultation on a Code, including analysis of the results and recommendations.
 - Communicate project progress regularly.
 - Coordinate project activities, including national consultation, translation, etc.
 - Manage the project budget.
2. Other – 5%
 - Complete additional tasks as requested by the CEO.

Education, Experience and Abilities

The successful candidate will possess the education, experience, abilities, and assets listed below:

1. Education
 - Must have a Bachelor's degree in a relevant field. A Master's degree in a relevant field is preferred.

2. Experience

- Must have experience in technical document development for a health profession in Canada, such as guidelines, standards, policies, etc.
- Must have experience researching best practices and scanning evidence to produce summary findings.
- Must have experience working with and leveraging expertise from expert steering committees, advisory groups, etc.
- Must have experience leading and executing at least one successful project, from conception to completion.

3. Abilities/Qualities

- Must have exceptional, professional English communication skills, with an emphasis on clear writing skills.
- Must be proactive, positive, collaborative, team-worker, nimble and flexible.
- Must be computer-savvy, with excellent knowledge of the Microsoft suite of products including Excel and Word.
- Must be able to self-manage timelines, budgets, etc.

4. Assets (Not required but nice to have)

- A degree or diploma in Dental Hygiene is preferred but not required.ⁱ
- Bilingual with excellent English and French reading, writing and verbal communication skills.
- Facilitation experience.
- Experience working with a regulator (in a staff, consultant or voluntary role)

Salary commensurate with experience. Note that the FDHRC does not have a pension program and will provide a percentage in lieu of benefits.

Interested candidates are asked to submit their curriculum vitae with a cover letter to the CEO (Kieran Jordan) at kjordan@fdhrc.ca by March 29, 2024. While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.

The Federation of Dental Hygiene Regulators of Canada promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The FDHRC will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Last updated: March 11, 2024

ⁱ If an RDH, registered in good standing with one of the Canadian provincial regulatory bodies for at least five (5) years. At the time of hiring, the successful candidate:

- Must not be in default of payment of any fees prescribed by a dental hygiene regulatory body;
- Must not be in any default of returning any required form or information to a dental hygiene regulatory body;
- Must not be the subject of any disciplinary or incapacity proceedings by a dental hygiene regulatory body;
- Must not have been the subject of any findings related to professional misconduct, incompetence, or incapacity a dental hygiene regulatory body in the preceding five (5) years;
- Must not have a Certificate of Registration which has been revoked or suspended in the preceding five (5) years for any reason other than non-payment of fees; and,
- Must not have a Certificate of Registration that is subject to any terms, conditions, or limitations imposed by a dental hygiene regulatory body.