

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED
BY UWOSA COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee**

(A) Contact Information:

Name of person requesting appeal: Kanssa El-Sayegh
Title: Project Coordinator
Phone: 22144
Email: kanssa.elsayegh@schulich.uwo.ca
Department: SWOMEN

(B) Position Information:

Current Incumbent: Kanssa El-Sayegh
Current Classification: SG10 Secretary 4
Classification Being Appealed: SG10
Date Evaluation Results Letter Received: Feb 13, 2009

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: (as per Items 3 and 4 in Appeal Process above)

Disagree with SG10 classification. I believe that this position has evolved to entail responsibilities that should be evaluated at a higher level.

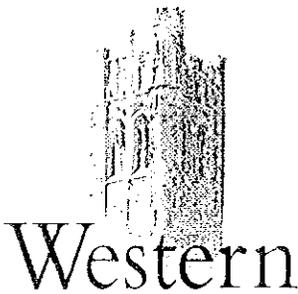
Optional - Supporting Documents for information already referenced in PDQ:

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: K. El-Sayegh Date: Feb 19/09

The appellant shall send one copy of the material to Human Resources (Room 5100, SSB) and one copy to JEAC c/o UWOSA (Room 256, UCC).



To: Donna Chute-Dolan
Salary Administration

From: John Ruicci
Associate Director, Education
Schulich School of Medicine & Dentistry

Date: March 23, 2009

Re: Position Evaluation – Kansa El-Sayegh

The Schulich School of Medicine & Dentistry is home to the 4-Year Doctor of Medicine (MD) and Dental Science (DDS) programs, amongst others. From a medical perspective, Schulich is the second largest medical school in Ontario with MD program teaching delivered in London, Windsor and across south-western Ontario rural communities. Such teaching is supported by the Education portfolio within Schulich's Dean's Office.

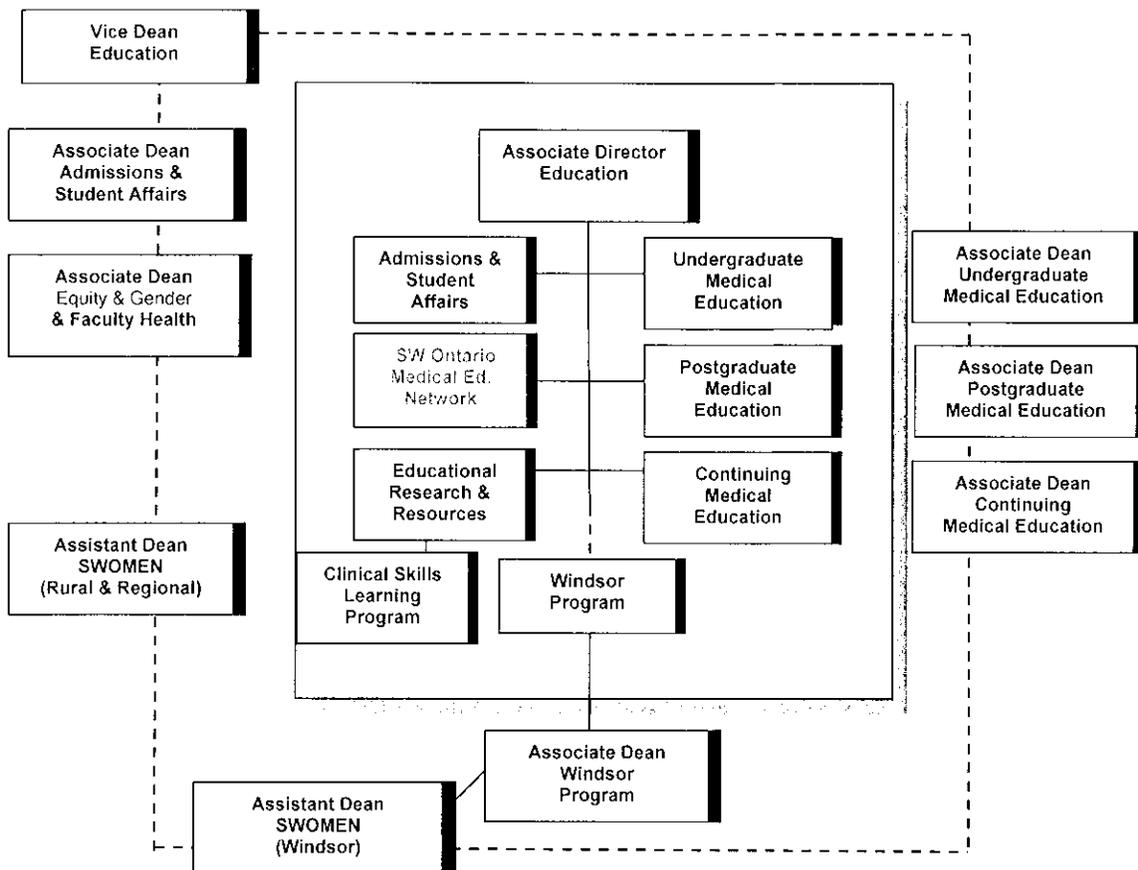
Education is comprised of eight distinct programs; as Associate Director, I am accountable for leadership in directing all operational and administrative aspects of the activities of the eight programs.

I've been asked for my views regarding the recent evaluation of the SWOMEN Rural Regional Project Coordinator position presently occupied by Kansa El-Sayegh.

The position was recently evaluated at a salary grade 10, an assessment that I support as fair and just.

Education is comprised of 53 full-time staff, including eight Program Managers (AOs).

The role of SWOMEN Rural Regional Project Coordinator is located within the SWOMEN program (see attached Education org). The South-western Ontario Medical Education Network (SWOMEN) supports the Undergraduate and Postgraduate Medical Education programs through the placement of undergraduate students and postgraduate residents across 40 rural/regional south-western Ontario communities, providing over 625 training months yearly.



The role of SWOMEN Rural Regional Project Coordinator encompasses a variety of organizational, tracking, analytical and administrative duties, including:

Marketing and Promotions

This involves the development and ordering of promotional materials for the SWOMEN Program to promote events and services. The creation of information kits is a related job function.

This is a function that the incumbent determines on their own without requiring supervisor approval.

Responsibility for content updates and improvements on the SWOMEN website.

This is a function for which the incumbent must receive supervisor approval before proceeding with "non-routine" items.

Responsibility for drafting a variety of communication, presentation and other support materials and administratively supporting workshop and meeting preparations.

The materials prepared and activities conducted in carrying out these duties are approved by the individual delivering the presentation/workshop.

Also included is the creation of project calendars/action plans and updates to their status for SWOMEN events/functions.

The incumbent updates project documents but does not always have responsibility to ensure activities are completed in a timely fashion or completed in satisfactory fashion. The incumbent's level of involvement is determined by their supervisor.

Program Assessment

This involves maintaining a database of evaluations (to report on program outcomes) and forms/surveys (for data collection).

The review of evaluations and surveys is a component of the role, as is suggesting revisions.

The incumbent is just beginning to become involved in these areas; their scope of responsibility lies in producing reports that are requested of the SWOMEN program. All reports are reviewed by the supervisor for accuracy prior to their issue.

Financial

Such duties include reporting on various funding projects. The individual liaises with the Assistant Dean Rural Regional, SWOMEN Manager and Alumni Relations to coordinate the generation of reports for donors.

Using People-Soft finance, the incumbent monitors monthly expenses on SWOMEN donated funding accounts; verifies expenditures, reconciles monthly statements and investigates any unidentified expenses.

The incumbent's role in this area will be limited with the recent development of a main fund contributor ending their association with Schulich. When reports are required, they are first reviewed by the incumbent's supervisor prior to their release.

This role also administratively creates online purchase orders, travel claims and cheque requisitions, while also completing monthly summaries of expenditures.

The incumbent's activities in this area are infrequent; all financial activity is approved by the incumbent's supervisor prior to release into the finance system.

In general, the incumbent is encouraged to demonstrate initiative in completing tasks and to work independently in setting priorities to accomplish objectives; overall the complexity and decision-making in this position is limited where need be.

Any requests to this position that deviate from SWOMEN or UWO policy or procedure must be escalated to the incumbent's supervisor, as well as issues such as the non-submission of required data, web site management issues with contracted vendors and the resolution of project plan concerns, bottlenecks, etc.

There is no involvement/support of the Windsor program in this role.

In my opinion, this position is lesser in scope, responsibility and autonomy to those of fellow Education staff members Kathy Dantzer (CME), Dawn MacDonald (UME) and Sarah Rwankole (UME), who all function in an administrative capacity within Education.

Please let me know if I can answer any questions.

John Ruicci
Associate Director, Education
Schulich School of Medicine & Dentistry

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Schulich - Education Office
Dept. Num. 370170
Incumbent: Kanska El-Sayegh
Citite Mem.Present: UWOSA: K. Foullong, M. Parker,
 ADMIN: J. Asuncion, L. Brock,

Job Title:
Eval. Date: May 27, 2009

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	B.A. in Business / Admin	Educ	4	115			
			Exper.	E				
II	Initiative	Generally regulated		4	55			
III	Complexity/Judgement	Varied		4	35			
IV	Contacts	Outside contacts in community, hospitals		3	45			
V	Errors	Supervisor approval for non-routine		2	20			
VI	Supervision of Others	No staff supervision, no direct reports	Char.	1	5			
			Scope	A				
VII	Effort/Demands	Moderate		2	30			
VIII	Physical Environment	Normal office		1	10			

CLASSIFICATION ASSIGNED

Total Pts: 315

Group: Administrative Support

Level: Salary Grade 10

Co-Chair Signatures: UWOSA: Mike Parker

ADMIN: Joanna Asuncion

Note to file: on Initiative - current language makes it difficult to assess between 3 and 4

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

U.W.O. ID NUMBER
SURNAME

PRESENT INCUMBENT
INITIALS

POSITION IDENTIFICATION
DEPT. NO P.S. JOB CODE

EI - sayegh

Kinssa

370170 SA5X70

BASIC POSITION INFORMATION

DEPT. NAME Education Office, FoMD, UWO
SECTION NAME SWOMEN Rural Regional Office
LOCATION Research Park
WORK WEEK HRS. 35

FOR SALARY ADMINISTRATION USE			
CLASS'N	<u>Program Co-ordinator</u>		
CLASS'D	<u>Feb/09</u>	EFFECT	<u>Jan/09</u>
	Date		Date
ANALYST	<u>SDV.</u>		

SUPERVISORS: Manager, SWOMEN – Bruce Maitland
PHONE 661 2111 ext 87694

- 1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
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POSITION: SWOMEN Rural Regional Project Coordinator – 35 hours per week

The Southwestern Ontario Medical Education Network, funded by the Ministry of Health and Long Term Care, is one of Canada’s Largest Distributed Medical Education Networks comprised of a Faculty Director, Manager, two Assistant Deans, approximately 350 preceptors and 16 Academic Directors stretching throughout the Southwestern Ontario geographic area. There are two SWOMEN offices; SWOMEN Windsor and SWOMEN Rural Regional (central office located on campus at UWO). The SWOMEN Rural Regional office supports both SWOMEN offices, acting as the central hub for SWOMEN operational and administrative functions.

The Project Coordinator will administer a variety of organizational, tracking, analytical and administrative tasks and initiatives as requested by the SWOMEN Assistant Deans and Manager.

Marketing and Promotions 50 %

Develop marketing materials (with cost estimates) for SWOMEN Program in the following areas:

SWOMEN Website

- Manage the SWOMEN website; change content as deemed necessary; ensure accuracy of content as this venue is SWOMEN’s main communication tool
- Frequently update and improve website with respect to visual and user friendliness
- Liaise with Academic Directors and Preceptors to collect community information
- Liaise with web developer and graphic designer to develop online evaluations / surveys to be utilized in conjunction with program assessment and evaluation
- Serve as program Webmaster to develop and maintain program website in accordance with the Schulich School of Medicine & Dentistry’s protocols and branding; coordinate staff (SWOMEN Windsor and SWOMEN Rural Regional) to update pages specific to their respective areas

Promotional Materials

- Prepare information kits/ audio visual materials to promote events and services
- Responsible for the development of new promotional materials required for presentations (e.g. booth, literature, promotional items such as pens, bags, etc.)
- Manage timelines for design, printing and delivery of promotional projects to ensure the SWOMEN has appropriate information at all presentations and education events (attended by Preceptors, Physicians, Hospital Chiefs of Staff, Residents and medical students)
- Develop appropriate and creative marketing materials and ensure that materials are compliant with Schulich's branding guidelines

Workshops, Meetings and Presentations

- Responsible for drafting and editing a variety of communications, presentations, process/work flows and other support materials
- Prepares and coordinates the delivery of workshops/presentations that markets the SWOMEN program to medical learners
- Secures and prepares logistics, equipment, catering materials for workshops and meetings
- Arranges meetings with Program Directors, Academic Directors, Clinical Coordinators and SWOMEN Manager
- Arranges appointments and travel (hotel, transportation, room bookings, catering etc.) for SWOMEN activities
- Responsible for completion of travel and trade show bookings, requests for attendance, literature and shipment of booth to trade shows at various locations
- Documents meeting discussions, outcomes and follows up on next steps using Ongoing Projects Charts
- Creates and formats PowerPoint and other types of presentations

Project Calendars and Overview Projections

- Create and maintain project calendars for SWOMEN events, functions and project deadlines
- Responsible for creating overview action plans of ongoing SWOMEN functions and events (tracking and management of plans, resources)
- Produce regular status updates on project activities for presentations and communications

Program Assessment

25%

As a result of the mandate for non-traditional medical education delivery, it is essential that the Project Coordinator maintain a database (Access) of evaluations to measure program outcomes.

- In consultation with SWOMEN Assistant Deans, maintain specific evaluation forms / surveys to collect data from stakeholders
- Analyze and summarize evaluations / surveys and completed outcome statistics as requested by SWOMEN Manager or Assistant Deans
- Suggest revisions / updates to evaluations based upon reviews of similar practices at other distributed medical education programs
- Accurately maintain, organize and process data from databases to create specific reports on a monthly basis, or as requested by the SWOMEN staff, communities or the Ministry of Health
- Maintain a database (Access) of preceptor contacts and notes and maintain on website
- Create reports as required using the preceptor database
- Analyze and report on project data / make appropriate recommendations

Financial**20%**

- Coordinate the delivery of special funding projects such as the SWOMEN Rural Summer Research and Clinical Awards
- Liaise with Assistant Dean Rural Regional, SWOMEN Manager and Alumni Relations to coordinate and facilitate the generation of reports for the donors
- Access Western's People-Soft finance system to monitor monthly expenses on SWOMEN's donated funding accounts; verify expenditures, reconcile monthly statements and investigate any unidentified expenses
- Create online purchase orders, travel claims and cheque requisitions to correctly issue payment to vendors, students and faculty as directed by Manager
- Complete monthly summaries of expenditures
- Adhere to the required reporting and funding regiments as outlined by Alumni Relations for specific donated funds (in coordination with SWOMEN Administrative Coordinator)
- Collaborate with Alumni Relations, SWOMEN Assistant Dean and SWOMEN Manager to investigate and develop new funding avenues for specific programs

OTHER DUTIES (less than 10%)**Administrative Support**

- Provide administrative support to the Manager and other staff (as deemed appropriate by the Manager)

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

No direct reports to this position.

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees - *Work Study Student*
- Work distribution and/or verification of results - *Work Study Student*
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Correspondence: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete Composition <input checked="" type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	<ul style="list-style-type: none"> ○ Responsible for drafting and editing a variety of communications, presentations, process/work flows and other support materials for: ○ Suppliers, Print Shops, Graphic Designers, Web designer - quotes, invoice requests, promo artwork, images, meeting arrangement, invitations, and changes etc.
And Forms: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition <input checked="" type="checkbox"/> Partial composition <input type="checkbox"/> Prescribed format	<ul style="list-style-type: none"> ○ Complete composition for financial and evaluation reports as required. ○ Based on a detailed reporting structure, complete monthly summaries of expenditures. ○ Reporting for Donated Funds, Charts, Graphs and Evaluation Forms, and Application forms.
Other: <input checked="" type="checkbox"/> PowerPoint Publisher	<input checked="" type="checkbox"/> Complete composition <input checked="" type="checkbox"/> Partial composition <input type="checkbox"/> Prescribed format	<ul style="list-style-type: none"> ○ Responsible for drafting and editing a variety of presentations, and other support materials. ○ Information kits about SWOMEN programs / audio visual materials of interviews with Residents, Medical students and or preceptors. ○ Documents meeting discussions, outcomes and follows up on next steps using the Ongoing Projects Charts. ○ Create and format PowerPoint and other

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

Education:

- An undergraduate degree or certificate from a recognized Post Secondary institution in administration, project management, business or related discipline

Experience:

- Minimum of 2-3 years of experience in an administrative, service delivery or project office role, preferably at a University
- Knowledge of University Medical Education Training programs an asset

Required expertise:

- Comprehensive knowledge of Database Program(s) such as Access and ACT
- Budget experience at the University administrative level with knowledge of PeopleSoft, VISA Reconciliation Program, etc.
- Word, Excel, PowerPoint, WordPerfect, GroupWise e-mail, calendar and exposure to web development/maintenance
- Demonstrated capacity to work independently with excellent time management skills
- Ability to successfully manage multiple projects
- Incumbent must have excellent interpersonal and communication skills – verbal and written
- Ability to access Internet for research, website updates and information

6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

- Initiative is taken to work independently in setting daily priorities with need to accomplish objectives; has access to the Manager, SWOMEN via telephone, e-mail or in person for consultation should questions or issues arise.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Updates to database components
- Revising of web site material as new information is received
- Updating Project calendars when changes occur
- Coordination of evaluation material
- Issues with reference to routine financial transactions
- Finalizing art work for promo material

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Requests that deviate from SWOMEN or UWO policies and procedures
 - Non submission of data for evaluations
 - Web site management issues with contracted company
 - Project calendar bottlenecks
-

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

<p>Program Assessment:</p> <ul style="list-style-type: none"> • Analyze and summarize evaluations and surveys • Accurately maintain, organize and process data from databases to create reports 	<p>- Daily planning and organization</p>
<p>SWOMEN Website:</p> <ul style="list-style-type: none"> • Organize and maintain SWOMEN website on a continual basis by ensuring information is correct and up to date • Collect community rotation information and maintain online evaluations / surveys 	<p>- Daily planning and organization</p>
<p>Promotional Materials:</p> <ul style="list-style-type: none"> • Prepare and update materials on a continuous basis • Manage timelines for design, printing and delivery of projects 	<p>- Daily planning and organization</p>
<p>Workshops, Meetings and Presentations:</p> <ul style="list-style-type: none"> • Draft and edit a variety of communications • Draft and edit a variety of presentations, process/work flows • Prepare and coordinate the delivery of workshops/presentations • Secures and prepares logistics, equipment, catering materials for workshops and meetings. • Arrange and document meetings 	<p>- Daily & Weekly planning and organization</p>
<p>Project Calendars and Overview Projections:</p> <ul style="list-style-type: none"> • Create and maintain project calendars • Creates overview projection and action plans • Produces regular status updates on project activities 	<p>- Daily & Weekly planning and organization</p>
<p>Financial:</p> <ul style="list-style-type: none"> • Facilitate the generation of reports for the donors. • Create online purchase orders, travel claims and cheque requisitions to correctly issue payment to vendors, students and faculty 	<p>-Weekly planning and organization</p>

- 10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
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Suppliers	Outside	Weekly	PO inquiries and supply follow up
Graphic Designers	Outside	Weekly	Po inquiries and art work follow up
Web Developers	Outside	Weekly	PO inquiries and web work follow up
Communications Officer	Inside	Weekly	Branding approval for promo items
Print Shops	Outside / Inside	Weekly	PO inquiries and follow up on printed material
Communities, Hospitals, Clinics	Outside	Weekly	Answering requests, providing information regarding SWOMEN
Assistant Dean Rural Regional	Inside	Monthly	Special Funding Issues, Travel, evaluations
Academic Directors	Inside	Monthly	Evaluations, Meeting / workshop arrangements
Program Directors	Inside	Monthly	Evaluations, Meetings/ Workshop arrangements
Manager, SWOMEN	Inside	Daily	Consult on operational issues
SWOMEN Staff	Inside	Daily	Consult with Operational Office issues

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

Present Classification Secretary 4
Kanssa
El-Sayegh Signature H. El-Sayegh Date Oct 31/08

Supervisor BRUCE MAITLAND Signature Bruce Maitland Date October 31, 2008

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

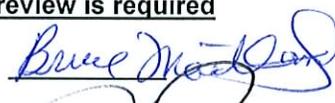
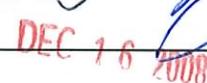
1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

Routing approvals: I agree that this review is required

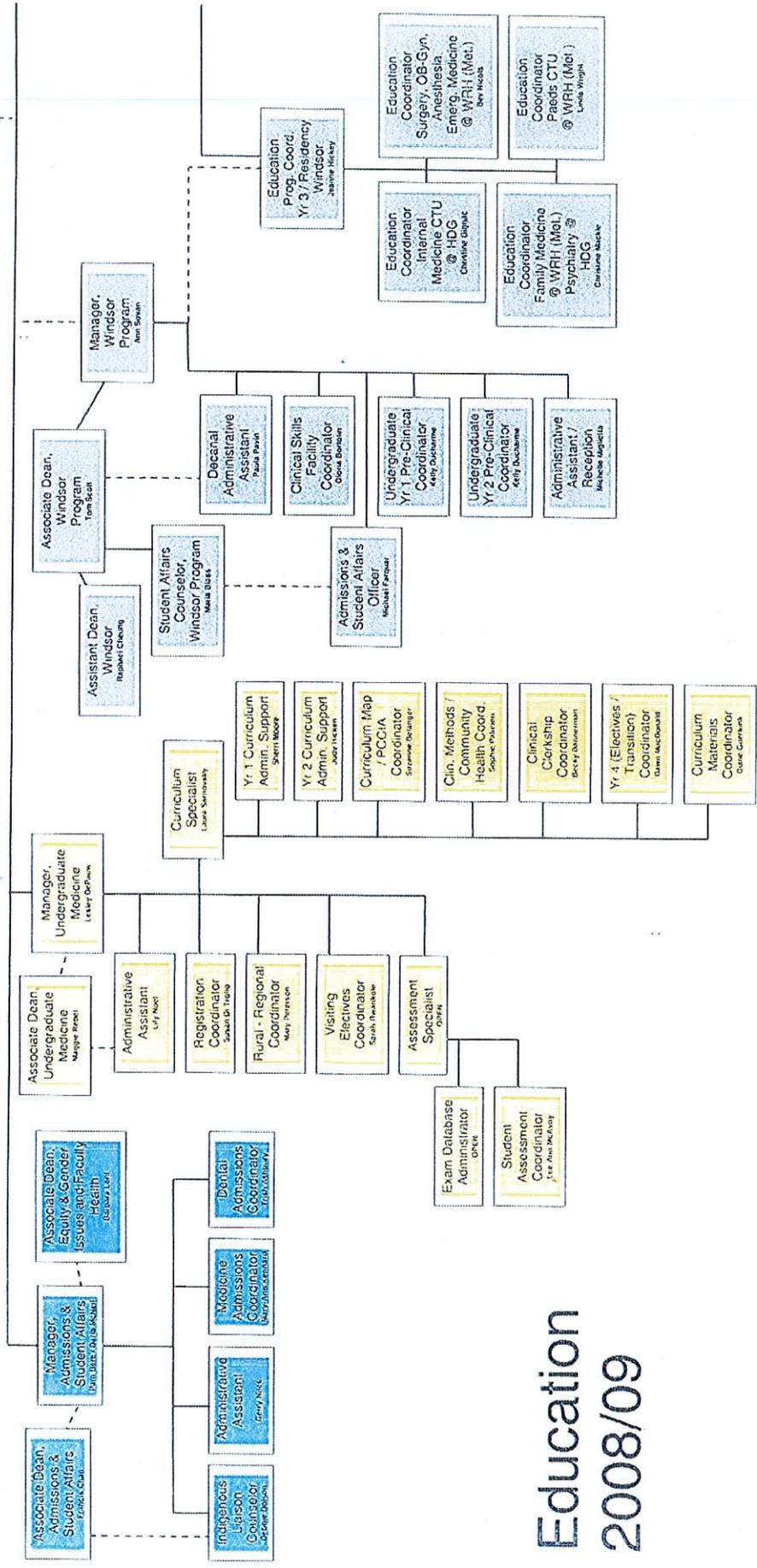
- Immediate supervisor _Bruce Maitland 
- Department Head _____ John Ruicci 
- Dean's Office _____ Connie Zrini 
- Date _____ October 21, 2008 

Vice Dean, Education
Sandra Gault

Windsor Program

Undergraduate Medical Education

Admissions & Student Affairs



Education
2008/09



SW Ont. Medical Ed. Network Postgraduate Medical Education Educational R&R CME

