



NON-CONTRACT ROLE DESCRIPTION

JD5459

ROLE TITLE:	Instructional Designer	ROLE DESCRIPTION NO.:	5459
DEPARTMENT:	Professional Practice and Learning (PP&L)	HEABC REFERENCE NO.:	18721758
REPORTING TO:	Manager or designate	HSCIS CODE:	03099
CLASSIFICATION:	NCEC/Range 7	JOB CODE:	91650

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Instructional Designer engages key interest holders to inform education and development requirements, as well as the design, development, and delivery of a multipronged and blended educational approach. Builds and implements regional and local educational programs and systems for a variety of audiences and integrates knowledge of adult education methodologies, tools, and techniques into educational programming. Works closely with the interdisciplinary Clinical Education and Learning Services (CELS) or EHR Education teams to design and develop learning resources and experiences that align to the learning strategy to address emerging and strategic Island Health priorities.

Represents the team on internal/external working groups and committees as required.

DUTIES AND RESPONSIBILITIES:

1. Provides strategic instructional design direction for PP&L and organizational clients on assigned initiatives that conforms to the particular constraints, context and desired outcomes of the initiative.
2. Designs, develops, and builds educational programming, curriculum and resources for the organization in conjunction with subject matter experts and interest holders.
3. In collaboration with interest holders, evaluates and continuously improves educational programming and resources.
4. Advises leaders, educators, and corporate partners on the appropriate and effective uses of educational technology and approaches, so that learners have a performance outcome-focused and high-quality learning experience.
5. Supports Island Health to make best use of learning modalities and educational technology to address clinical learning needs of learners by interpreting needs assessments, determining learning objectives, and designing, developing, and modifying programs; curricula; eLearning courses; and instructional and knowledge base resources.
6. Uses multipronged educational strategies including on-line workshops, courses, programs, experiential learning, one-to-one learning, eLearning modules, knowledge base resources, microlearning, etc. to develop a blended educational approach that includes education materials and associated facilitator guides to address specific learning requirements.
7. Establishes assessment processes to confirm learners have achieved the desired learning outcomes.

8. Prioritizes work to meet assigned objectives. Maintains detailed records on the production stages for each learning product developed or updated and manages both working and source files for reference and future use/updates. Coordinates transitions of content development through the production process with clients and PP&L team members.
9. Utilizes reporting systems, including triaging and tracking systems for service requests, to ensure goals and objectives are met and that the work of the position reflects organizational priorities.
10. Assists the Manager, Specialist and/or Consultant in the development of proposals for education initiatives and learning recommendations. Recommends resource requirements and manages the development schedules for content build with realistic and measurable timelines and outcomes.
11. Maintains current knowledge on instructional design principles and trends, communicates findings, and recommends/implements evidence-informed practices accordingly.
12. Participates in local and regional education committees and initiatives, as required.
13. Facilitates small and larger size group conversations related to instructional design and curriculum development.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training & experience equivalent to a Bachelor's degree in Adult Education, Distance Education, Educational Technology or Instructional Design plus three (3) to five (5) years recent related experience in learning technologies, education, and performance support to support workplace learning within a complex health care or business environment.

Skills And Abilities

- Demonstrated expertise in instructional design and development using comprehensive knowledge and skill in educational theory, technology, and related best practices
- Demonstrated expertise in virtual design and delivery.
- Experience working with a Learning Management System, Moodle and performance support technologies.
- Builds and maintains effective collaborative relationships with team members, clients and partners.
- Maintains a customer service mindset.
- Ability to work effectively in a rapidly changing environment.
- Familiarity with Universal Design for Accessibility in educational programming.
- Familiarity with best practices in adult education principles and education content design using a variety of methods (e.g., microlearning, blended learning strategies such as online curriculum design, videos, and interactive education delivery).
- Fosters creativity and innovation in the development of teaching and learning strategies.
- Applies superior communication and design abilities and proficient computer skills in the design and development of creative, high quality, interactive learning materials.
- Ability to coach, mentor, and teach others.
- Excellent interpersonal, written, oral and technical communication skills.
- Familiarity with project management principles.
- Ability to operate related equipment.