

**THE UNIVERSITY OF MANITOBA LIBRARIES
POSITION STATEMENT**

POSITION INCUMBENT:

POSITION TITLE: Outreach Services Librarian/Section Head
DEPARTMENT Neil John Maclean Health Sciences Library

A. ROLES AND OBJECTIVES OF THE UNIT

The University of Manitoba Libraries consists of nine unit libraries and eleven satellite information centres located on the Fort Garry and Bannatyne Campuses and at Winnipeg's eight hospitals and health centres. With collections that exceed 2 million volumes, an annual operating budget of 24 million dollars, and 275 employees, the Libraries serves a community of 38,000 students, faculty and citizen borrowers.

With its expansive network of research databases and web-based resources, skilled staff, and innovative services, the Neil John Maclean Health Sciences Library (NJMHSL) is one of Canada's major academic health sciences libraries. It supports the learning, teaching, research and patient care requirements of the staff and students in the Faculties of Dentistry, Medicine and Pharmacy and the Schools of Dental Hygiene and Medical Rehabilitation at the University of Manitoba.

Library services are also provided to the Winnipeg Regional Health Authority (WRHA) in support of its teaching, research, professional education, and patient care activities. Manitoba's largest hospital, the Health Sciences Centre (HSC), is served directly by the NJMHSL. Satellite information centres are located at St. Boniface General Hospital (SBGH), Victoria General Hospital (VGH), Seven Oaks General Hospital (SOGH), Grace Hospital (GH), Concordia Hospital (CH), Misericordia Health Centre (MHC), and Deer Lodge Centre (DLC), the latter also serving Riverview Health Centre (RHC) and Winnipeg's personal care homes. Through its outreach services, the Library is the chief resource for faculty and students located at other teaching sites both in Winnipeg and rural Manitoba. Services are also extended to the Community Funded Agencies of the WRHA, the Regional Health Authorities of Manitoba, and Manitoba Health and Healthy Living,

As the primary health information resource for the province, the NJMHSL offers a full range of circulation, document delivery, and research and reference services. The Library has an extensive collection with more than 230,000 print and digital media, including a nationally recognized Aboriginal Health Collection, and nearly 7,000 online journals.

The Library is staffed by 10 librarians and 22.5 support staff. The SBGH library is staffed by 2 librarians and 2.5 support staff. The CH, GH, MHC, SOGH and VGH libraries are each staffed by 1 librarian and 1 support staff. The DLC library is staffed by 1 librarian, a .5 librarian (serving the personal care homes), and 3 support staff. The RHC virtual library is staffed by a .5 librarian.

B. FUNCTIONS

Reporting to the Head of the Health Sciences Libraries this position is responsible for the operation of Outreach Services at the NJMHSL including the Regional Health Authorities of Manitoba (RHAs), RHAM Inc., the corporate headquarters of the RHAs, Manitoba Health and Health Living (MHHL) and Aboriginal Health. This position will also ensure that library services are provided to University of Manitoba staff and students on rotation or working in rural RHA facilities.

Administration

1. Sets goals and develops policies, priorities and projects for service provision to the health care community in the participating Regional Health Authorities of Manitoba and Manitoba Health and Healthy Living (MHHL).
2. Designs and implements evaluation instruments to analyze the impact of the service and makes recommendations for further developments and enhancements.
3. Prepares reports as required by the Head.
4. Ensures that web pages are created and maintained for the delivery of library services to RHAs, RHAM and MHHL.
5. Ensures that Outreach Services are actively promoted; promotes the roles of librarians in the delivery of information; supports evidence-based or best practice principles in the clinical setting.

RHA Services

6. Develops and maintains an understanding of the information needs of the members of the RHAM community which includes all health regions personnel including clinical practitioners, health care administrators, researchers, and students of the participating Regional Health Authorities of Manitoba (RHAs) outside Winnipeg.
7. Promotes the Library and its services to the RHAs and RHAM Inc.; promotes the role of the librarian in the delivery of information; supports evidence-based or best practice principles in the clinical setting.
8. Provides evidence-based literature searches and assists in the answering of clinical questions. Makes full use of web-based resources and supportive technologies to supply relevant knowledge-based information proactively and on demand.
9. Plans and implements reference and instructional services including a health information literacy program to the RHAs and RHAM. Develops tools to determine whether healthcare professionals have integrated information literacy skills into evidence-based practice. If necessary does follow up training.

10. Develops appropriate instructional tools and educational material.
11. As necessary, arranges for RHAM and MHHL documents and reports produced by the Regional Health Authorities and Manitoba Health and Health Living to be catalogued in the UM Library Catalogue BISON or made available in the online Reserve module of BISON.
12. Works closely with staff of the Health Sciences Libraries to deliver the services to the healthcare practitioners.
13. Participates in the development of programs and services of the Neil John Maclean Health Sciences Library in order to meet its strategic and operational goals.
14. Sits on appropriate committees.

C. QUALIFICATIONS

1. A Master's degree in library and/or information studies from an ALA accredited or equivalent institution is essential. An undergraduate or graduate degree in biological sciences or education, or instructional design will be preferred. Knowledge of medical terminology will be preferred.
2. At least two years' experience in an academic, government or special library with an emphasis on health sciences, and experience in the areas of reference services, information literacy and collection management is preferred.
3. At least two years experience in management.

D. SKILLS

1. Must have an understanding of evidence-based practice and an awareness of critical appraisal techniques.
2. Must have a demonstrated ability to plan and implement new programs and services and demonstrated ability to work in a highly collaborative and integrated environment. Must be able to foster relationships and negotiate partnerships between diverse groups.
4. Knowledge of and experience with information technology, database searching, the Internet, and current library trends are required.
5. Experience with marketing is an asset.
6. Must be dynamic, highly motivated and self-directed, and have the ability to work independently as well as with a team.

7. Demonstrated high level of creativity, motivation, initiative and responsibility. Demonstrated good oral and written communication skills are required to work successfully with faculty, students and staff in a variety of situations.
8. Must be willing to travel and possess a valid driver's license.
9. Will have an interest in health care, be committed to the continuing development of professional knowledge, and engage in an active program of scholarship and research.

E. EVALUATION CRITERIA

The incumbent is evaluated on his/her ability to fulfill the functions of the position as described above.