

## Furniture, Fixtures & Equipment Coordinator

West Park Healthcare Centre helps patients get their lives back by providing inpatient, outpatient and outreach services in specialized rehabilitative and complex care after a life-altering illness or injury such as lung disease, amputation, stroke, and traumatic musculoskeletal injuries. By 2023, West Park's 27-acre site will be transformed into an integrated campus of care, including a new hospital building and additional community supports such as assisted living for persons with disabilities and seniors. This transformation enables the Centre to evolve its rehabilitative programs and strengthen links to community-based services to meet the future healthcare needs of our local community and the province.

### Position Summary:

West Park Healthcare Centre is looking for a Furniture, Fixtures and Equipment (FFE) Coordinator to join its Campus Development team in completing the exciting new hospital development project. The anticipated Final Completion of the project is in 2024. The FFE Coordinator will work with the Campus Development team and different stakeholders on the planning, procurement, moving and commissioning of the furniture and equipment for the new hospital.

Willingness to travel and occasional evening and weekend work is a requirement of this position.

### Accountabilities:

- Guide stakeholders in Furniture and Equipment (F&E) planning matters and ensure that completion of the F&E scope is on budget and delivered on time.
- Lead working groups in the process of developing the furniture and equipment requirements, specifications and the tender evaluation process.
- Ensure the equipment procurement activities are following the Project Schedule and work with the Project Manager and team to create and maintain the procurement schedule to meet the Project needs in accordance with the Construction Schedule.
- Maintain, track and report on the budget for the FFE and ensure procurement is proceeding within approved budget and estimated cash flow.
- Coordinate with Project Co and other 3rd Party Consultants and work closely with them to develop the appropriate procurement strategy for all the Project F&E and ensure that the Tender documents reflect the scope and requirements of the Hospital and review the equipment contracts and documents.
- Assist in preparing requests for information, proposals, business cases and contracts in the selection of consultants, vendors and product standardization.
- Coordinate with different disciplines during equipment procurement and specifically with IPAC, OHWS, Operational Readiness and Biomedical Engineering to ensure compliance with the CSA standards, hospital IPAC policies, AODA, and various regulations.
- Review architectural drawings, M&E drawings and shop drawings to ensure the FFE is coordinated for the new building all the way through the project and ensure proper filing of all documentation
- Update the F&E database and work with other hospital stakeholders to update the asset management system.
- Work with consultants and Project Co to implement approved FFE changes.
- Assist in developing reports on FFE project status and health, project budget, schedule progress, risks and scope changes to the Project leads, consultants and sponsors and ensure that all the projects documentations and filing is accurate and up to date.
- Work with the users to develop and define the standard equipment for WPHC and participate in developing WPHC equipment acquisition strategies.
- Follow up on user-initiated change requests related to the FFE and do the assessment of the requests and provide recommendations through the change management process.
- Maintain the F&E inventory and develop plan for the selection and relocation of the existing FFE to the new spaces and coordinate the work with the Move lead.
- Work with the vendors, Project Co and Material Management to coordinate the delivery, training, installation and commissioning of the new FFE and ensures the appropriate documentation is processed.
- Coordinate the work performed under the FFE supply contracts from the delivery of goods through to the warranty period and act as the main liaison between WPHC and the vendors.
- Ensure WPHC policies and strategies are reflected in the FFE procurement.
- Collaborate with other Campus Development team members for Operational Readiness, Construction and Information Communication Automated Technology (ICAT) matters
- Assist in the coordination of move planning with internal and external stakeholders.
- Actively participate in Campus Development committees and task forces as required.
- Perform other related duties as required.

### Qualifications:

- Degree or diploma in Architecture, Biomedical Engineering, Business or Project Management or equivalent with related experience (related equivalent combinations of education and experience will be considered)
- Project Management Professional (PMP) preferred
- Minimum 3-5 years of recent equipment planning and project management experience in healthcare capital development projects

- Previous AFP and/or DBFM projects experience and very good understanding of BPS directives
- Strong project management, change management and organizational abilities
- Demonstrated comfort and experience in a fast-paced, deadline-oriented environment
- Strong interpersonal and communication skills and demonstrated ability to foster effective working relationships with diverse internal and external stakeholders
- Proven capability as a team player with demonstrated customer service and problem solving approach
- Ability to work independently and take initiatives
- Strong computer skills (e.g. Microsoft Office, Excel, Project)
- Knowledge of Infection Control Practices for Healthcare preferred
- Knowledge of Occupational Health and Safety Practices preferred
- Experience interpreting policies, regulations, legislation and standards, preferably as they apply to healthcare preferred
- Evidence of satisfactory attendance record
- Ability to work in a manner that exemplifies the centre's core values and helps patients *get their life back*
- Should be aware of conditions and measures that may affect the safety of patients, residents, students, employees, volunteers, physicians and visitors

If you are committed to making a difference, have a passion for helping others, and are looking for a place to contribute and grow, then we would like to talk to you. As a West Park Healthcare Centre team member, you'll discover the rewards of a caring community of staff, physicians, volunteers, patients and their families – a community that has inspired people to choose West Park for more than 100 years.

**Please Note:** All West Park Healthcare Centre employees are required to be fully vaccinated as a condition of hire in accordance with the hospital's COVID-19 Immunization Policy.

Please submit a cover letter and resume via online application, to  
<https://phf.tbe.taleo.net/phf04/ats/careers/requisition.jsp?org=WESTPARKHEALTHCARE&cws=1&rid=2428>

We thank all applicants in advance and will contact only those selected for interviews.

To learn more about West Park's services, our organization and our role in the community, please visit us at: **[www.westpark.org](http://www.westpark.org)**