



UNION JOB DESCRIPTION

JD3619

JOB TITLE:	MI Accreditation Data Management Clerk	JOB DESCRIPTION NO.:	40594/F.VI.10507A.001
CLASSIFICATION:	Computer Operator III; Nursing Secretary	GRID/PAY LEVEL:	F SC18
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10507; 10307
UNION:	HEU	JOB/CLASS CODE:	SI: 40594 CINI: 10507A
PROGRAM/DEPARTMENT:	Medical Imaging	BENCHMARKS (If Applicable):	10507; 10307
REPORTING TO:	Coordinator or designate		
FACILITY/SITE:	To be arranged with successful applicant, and depending on operational capacities, position could be located at any site (RJH, VGH, SPH, Cowichan District Hospital (Quw'utsun Valley Hospital), NRGH, WCGH, CRH)		

JOB 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.

Reporting to the Coordinator or designate, the MI Accreditation Data Management Clerk utilizes Medical Imaging Systems (Radnet, PACS, RIS) and provides clerical and administrative support and organizes and maintains an electronic inventory library for Medical Imaging documentation and data management activities for accreditation, quality assurance, and departmental protocols and procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provides clerical and administrative support for Medical Imaging, including working with Medical Imaging Systems (Radnet, PACS, RIS) for documentation and data management activities such as diagnostic accreditation and quality assurance processes, and departmental protocols and procedures.
2. Organizes and maintains indexed and cross referenced electronic inventory library for Medical Imaging processes, protocols and procedures and documents and resources that will support convenient, timely, efficient and accurate end user access to documents and information, such as a web based share point site.
3. Tracks diagnostic accreditation responses and timelines, collating and recording compliance/non-compliance and deficiencies, and maintaining a single repository for all accreditation documentation to support standard and consistent electronic submissions.
4. Works closely with document owners, Managers and Leaders, to organize, document, record and make available for general access department processes, protocols and procedures, including data entry, cataloguing, formatting and electronic filing.
5. Ensures document security and backup is in place, and deadlines are met from discussion to draft to finalized versions to releasing the final versions for general access.

6. Monitors status of draft process, protocol and procedure documents, providing prompts to document owner for finalization.
7. Assists Managers and Leaders with researching, collecting and storing information stored in the filing system as required, including provides orientation training, in-services and reminders to Radiologists, and staff to support and maintain consistent, efficient and effective documentation practices.
8. Prepares reports related document utilization, issues and recommend improvement to documentation filing systems, documentation access systems and documentation presentation systems as required.
9. Adheres to and complies with departmental and Island Health policies and procedures pertaining to patient information confidentiality and security of computer data, and financial information.
10. Performs general clerical duties such as maintaining records, receiving and answering phone calls, making appointments, arranging meetings, typing and filing.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, Medical Terminology, and demonstrated knowledge of Medical Imaging systems (Radnet, PACS, RIS) and one year recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to keyboard at 55 wpm.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment, such as a computer utilizing a variety of software applications such as Excel, Visio, and Word.