



UNION JOB DESCRIPTION

JD5713

JOB TITLE:	Health Information Management Informaticist	JOB DESCRIPTION NO.:	5713
CLASSIFICATION:	Memoranda /Miscellaneous Rate Grid 9	GRID/PAY LEVEL:	P 09
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	69909
UNION:	HSA	JOB/CLASS CODE:	60942
PROGRAM/DEPARTMENT:	Health Information Management	BENCHMARKS (If Applicable):	
REPORTING TO:	Health Information Management - Informatics Coordinator		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Nanaimo Regional General Hospital; West Coast General Hospital		

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 Regional Coordinator, HIM Informatics, the Health Information Management Informaticist is responsible for implementing optimization, process improvement, quality and standards initiatives within the organizational/HIM strategic plan.

The Health Information Management Informaticist provides expertise specific to the integration of health information and technology and supports change initiatives that automate and/or enhance health information practices, access to patient/client information and clinical documentation via the Electronic Health Record (EHR) in collaboration with operational leaders, service, program, staff and physicians.

As an integral regional member of a multi-disciplinary team, the Health Information Management Informaticist works to oversee the development and redesign workflow and processes to improve the overall effectiveness and efficiency of Island Health.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provides Health Information Management expertise in leading and managing system changes to the electronic health record on request for operational improvements within HIM, projects or other departments in Island Health.
 - Leads and manages changes that optimize the electronic health record by performing activities including business requirements gathering, current state workflow analysis, future state design in context of future state workflow, build, test and validation of design, creation of support documentation, activation support and post activation validation.
 - Ensures data quality/integrity through auditing and monitoring processes against organizational standards, which may result in error correction activities, system efficiency recommendations and/or educational strategies.
 - Collaborates with members of the IM/IT, other organizational programs/departments and partner affiliates related to system wide practice and workflow change initiatives, practice innovation and redesign, documentation/nomenclature standards and the electronic health record.
 - Provides system support to users during the development and implementation of various electronic systems and applications. This is achieved by performing duties such as troubleshooting system software problems, testing alternative solutions, and providing end user training.

- Develops detailed specifications for computer applications of varying complexity by using a formal systems delivery methodology.
 - Observes and evaluates practice to determine staff education needs related to the use of technology in practice and process redesign and provides recommendations for training to the Health Information Management - Informatics Coordinator. Provides peer mentorship to staff to incorporate advances in health informatics and the development of electronic health records into practice.
 - Participates and informs custom report development and data analysis for decision-making as required by operational team
 - Participates in the development of detailed requirements, evaluation criteria, project charters, implementation plans, status updates, communication plans and other project related documents.
2. Provides subject matter expertise on Health Information standards in the implementation of tools and processes within Island Health.
 3. Provides expertise in Quality Governance Structures for Island Health representing health information management (HIM) and innovation, analytics and information (IAI) initiatives.
 4. Supports strategic planning and change management for a variety of initiatives. This is achieved by performing benefits analysis, workflow and business analysis; using formal data gathering techniques as well as analyzing and implementing appropriate information systems. This includes identifying system deficiencies as well as ways of improving business efficiency functions.
 5. Coordinates with external vendors to evaluate responses. This includes the analysis of vendor responses to evaluate the most effective, economical and efficient solution.
 6. Demonstrates knowledge and compliance with all applicable policies and procedures for information capture, storage and retrieval to ensure the management and secure access to personal electronic health information.
 7. Documents, and facilitates communication of operational changes/enhancements and requirements regularly and as required to Manager and/or Director.
 8. Completes administrative duties to ensure that documentation of processes and procedures is supported by evidence based practice and ensure standards of practice for all health care disciplines.
 9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

- A Bachelor's Degree in Health Information Sciences, Health Information Management/Technology, or a related field; and
- Three (3) years' recent related Health Informatics experience in a health care environment, including experience using related computer technology, change management, and/or project management.
- An equivalent combination of training and experience may be considered.

Skills And Abilities

- Demonstrated ability to solve problems using quality improvement processes.
- Working knowledge of systems analysis and design techniques.
- Working knowledge of change management and continuous improvement methodology.
- Knowledgeable regarding new trends in Health Information Management and systems.
- Demonstrated ability to support organizational and/or departmental change management policies and procedures.
- Demonstrated presentation, interview, facilitation skills.

- Superior consulting and mentoring skills.
- Ability to developing and maintain successful working relationships with customers, their families, colleagues, partners, vendor staff and others.
- Demonstrated organizational and time management skills.
- Ability to work independently, and demonstrated ability to organize and prioritize workload.
- Computer literacy with word processing, spreadsheet, presentation software such as Microsoft Word, PowerPoint, and Excel.