

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting regular full-time opportunity as a **Data and Systems Coordinator (Competition #111.18)** exists in the Decision Support and Case Costing Department, reporting to the Manager, Decision Support and Case Costing.

The Data and Systems Coordinator will play a key role in the coordination and maintenance of clinical dataset and information system. The successful candidate will work closely with multiple teams and stakeholders to support obligatory/regulatory and internal reporting from both a technical and data collection-analysis perspective. In this role, the data and systems coordinator is required to discover and design solutions for a broad array of issues, from process optimizations, software upgrading, to improve utilization efficiency and quality of care.

## Summary of Duties, but not limited to:

- Collect data from clinical information systems to develop various reports and prepare submission files for internal and external stakeholders, i.e., volume report, wait time report, OR utilization report, etc.
- Provide analytic support regarding the integration, analysis and interpretation of staffing, activity, capacity and financial data to enhance knowledge-based decision making and resource planning.
- Under direction of the Surgical Services Leadership, maintain the surgical service information system for all related departments.
- Identify new features and functionality in system upgrades to improve the productivity, patient safety and quality.
- Translate clinician requirements, in partnership with clinical programs, into specification for clinical information system redesign of the workflow in clinical areas as needed. Communicate and incorporate changes into clinical workflow.
- Develop, test and support interfaces between PICIS, EPIC, SAP, and other Hospital information systems to support case costing at all levels.
- Act as the primary liaison for CCO Access to Care data and SETP Reporting through CCO.
- Maintain and update WTIS access for physicians and admins, and procedure mapping in WTIS.
- Maintain and respond to compliance reports in WTIS.
- Attend external meetings to understand and improve system utilization, communicate and interpret reports and gather information for quality system improvement (e.g. SETP, WTIS, IPort).
- Work closely with Finance and Health Information to improve data quality and to facilitate collection, standard categorization and reconciliation of data to external reporting agencies (NACRS, MIS, SRI, CCO).
- Develop, document, and share a body of knowledge around the data sets and system, their use and methodology.
- Create effective working relationships with inter-disciplinary teams and external stakeholders.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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## **Qualifications/Skills:**

- Bachelor Degree in a related discipline (Health Information Management, Business Administration, Statistics, Health Sciences) or equivalent education and experience.
- Minimum 2 years of experience in health information reporting or working with electronic clinical/health record data. Working knowledge of PICIS or other Perioperative Information Systems preferred.
- Strong understanding of clinical workflow requirements.
- Proficiency in report writing using Crystal report tool.
- Proficiency with SQL, e.g. SQL Server Reporting Services (SSRS) and SQL Server Integration Services (SSIS).
- In-depth knowledge of databases used to capture information in various health sectors including clinical databases (e.g. NACRS, PICIS), provincial/regional data repositories (e.g. OHRS, Ontario Wait Times) and health care reporting standards including ICD-10CA, CACS weights, MIS Guidelines.
- Excellent computer and statistical skills with working knowledge of Excel, Access, PowerPoint.
- Detail oriented with quantitative analysis and superior problem-solving skills.
- Excellent written and oral communication skills, coupled with excellent interpersonal skills and proven ability to communicate effectively regarding the supports required from management team or physicians.
- Demonstrated ability to work on multiple projects concurrently and meet deadlines.
- Proven ability to work in a fast-paced environment both independently and as an effective team-member.
- Good work and attendance record required.
- Commitment to WCH vision, mission and values.
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital.
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

**POSTING DATE: May 2, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*