

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 **Decision Support Analyst (Competition #36.18)** exists in the Decision Support and Case Costing Department reporting to the Manager, Decision Support and Case Costing.

The Decision Support Analyst works closely with Finance, Health Information, IM/IT, and other hospital programs to prepare regular standard corporate reports and respond to the ad hoc data requests. The analyst analyzes and interprets data to support decision-making by providing stakeholders with timely, meaningful information and subsequent findings.

Summary of Duties, but not limited to:

- Extracts data from various information sources, develops, generates and distributes the standard reports, and responds to the ad hoc data requests from internal and external customers.
- Provides validation and assists in the quality assurance processes that serve to ensure the consistency, integrity and accuracy of clinical and utilization data.
- Maintains the reporting model in finance and budget information system and sets up the end user accounts with appropriate permissions.
- Facilitates data management, data acquisition for report generation, data integration, data visualization and reporting.
- Provides analytic support regarding the collection, interpretation, analysis and presentation of clinical and registration data, i.e. data from NACRS, EPIC system.
- Develops, documents, and shares a body of knowledge around data sets, their use and methodology.
- Creates effective working relationships with inter-disciplinary teams and external customers.

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.

Qualifications/Skills:

- Bachelor Degree in a related discipline (Health Information Management, Business Administration, Statistics, Health Sciences) or equivalent education and experience.
- Minimum two (2) years of experience in health information reporting or working with electronic clinical/health record data. Previous experience working with EPIC system is an asset.
- 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 Hospital databases (e.g. NACRS, IntelliHealth); provincial/regional data repositories (e.g. OHRS, Ontario Wait Times) and Hospital standards including ICD-10CA, CACS weights, MIS Guidelines preferred.
- Proficiency in report writing using Crystal report tool.

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- Excellent computer and statistical skills with working knowledge of Excel, Access, PowerPoint, SAS or SPSS.
- Detail-oriented with quantitative analysis and 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: Friday February 16, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.18)

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 Aboriginal 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.