

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 **Temporary Full-Time (approximately 12 month)** opportunity as a **Clinical Project Coordinator (Competition #43.17)** exists in the Information Management/Information Technology, reporting to the Manager, Clinical Applications.

Summary of Duties, but not limited to:

Project Planning and Management

- Works closely with the stakeholders (i.e. department managers/directors, project leads, customers/end users) to ensure project plans reflect the department needs, including but not limited to outlining detailed activities, resources, constraints and training
- Responsible for the analysis and recommendations on data conversion needs
- As the subject matter expert, provides detailed project plans including project charters and project status reports
- Responsible for identifying any project/resource risks throughout the project and escalating them in a timely manner
- Leads and provides direction in the documentation of outcomes from workflow validation sessions
- Develops and implements change control procedures to manage project scopes
- Ensures that all projects are on-time, providing status updates to the stakeholders on a regular basis

Project Analysis & Project Implementation

- Provides detailed work flow analysis on all projects, including but not limited to providing a business case, detailed targets, and identified solutions
- Works to determine hardware and software requirements, costs associated with the project, and identify other resources needed for the project
- As the liaison to the stakeholder, provides detailed reports to the development team and other resources within IT to ensure the needs of the client are met
- Provides full support on quality assurance, including test plans, testing support and client support

Customer Support

- Provides user support to staff and clinicians who use Health Information applications
- Works with IM/IT to ensure regular system maintenance, testing, and upgrades
- Provides training and user support for critical projection problems, as well as post-implementation enhancements and resolutions

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:

- University Degree in Health Informatics, IM/IT, Health Information or training in a related discipline of health studies or equivalent education/experience
- 3-5 years of related experience in a hospital setting working directly with stakeholders, client engagement and support
- Knowledge of the ConnectingOntario/ConnectingGTA and Hospital Report Manager (HRM) initiatives would be considered an asset
- Must have excellent written and oral communication skills, and exceptional interpersonal skills
- Must have excellent time management and organizational skills
- Must be proficient in the use of Microsoft Office, Visio and Project
- Demonstrated ability to balance multiple clients, initiatives, support, projects with tight timeframes, strict budgets and diverse stakeholder groups
- Superior problem identification, analysis and resolution skills
- Excellent customer service and engagement skills
- Strong understanding of clinical work flow requirements
- Strong team player and work well independently
- Good work and attendance record required
- Demonstrated 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: August 17, 2017

Please forward resumes via email to HR@wchospital.ca with your name and competition number 43.17 in the subject line. (Example: Jane Smith, 1.17)

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.