



## **POSITION DESCRIPTION**

**POSITION TITLE:** INFORMATION TECHNOLOGY QUALITY EDUCATOR

**DEPARTMENT:** INFORMATION TECHNOLOGY

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** REGIONAL COORDINATOR OF IT SUPPORT

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## **POSITION SUMMARY**

The IT Quality Educator participates in the analysis, requirements gathering, assessment, planning, documentation, development/coordination, delivery and evaluation of the IT project portfolio training and education sessions for staff and peer trainers, with a focus on quality and best practices. The IT Quality Educator position also involves some required skills in information technology to support IT Training. This position also acts as the SRHC Telehealth Coordinator and provides the required support for the Telehealth program.

The position of IT Quality Educator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## **ESSENTIAL FUNCTIONS AND DUTIES**

Function and duties include but are not limited to the following:

- Contributes to the development, delivery and evaluation of the regional and site/program training plans for staff and peer trainers.
- Participates in the ongoing assessment, planning, implementation/coordination and evaluation of regional and site/program project training.
- Participates in the ongoing development and maintenance of the project education resources for staff as we build a document library.
- Contributes to the development and maintenance of project training activities.
- Acts as a resource to other employees in area of expertise.

- Acts as the program liaison with other programs and services as required, with other team members.
- Acts as the SRHC telehealth Coordinator and provides the required support for the Telehealth program.
- Undertakes organizational development activities as required.
- Undertakes Change Management activities as required.
- Supports and accompanies the EPR and EMR Application Administrator in ongoing systems ramp up, training and delivery.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER:**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Baccalaureate Degree or a combination of courses in Computer Science, Project Management, Education, and Information System Development or a related field study.

**REQUIRED KNOWLEDGE:**

- Knowledge of principles of adult education, teaching and learning strategies required.

**EXPERIENCE REQUIRED:**

- Minimum two (2) years experience in an educational and information technology capacity required.

**SKILLS/COMPETENCIES:**

- Demonstrated ability to function effectively as a member of a team.
  - Demonstrated effective communication skills, both verbal and written, with individuals and groups.
  - Demonstrated ability to adapt and apply knowledge/ skills in a variety of environments across a variety of electronic systems and applications.
  - Evidence of ongoing professional development.
  - Demonstrated ability to work and make decisions both independently and interdependently
  - Valid Manitoba Driver's License and use of vehicle required.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: \_\_\_\_\_  
Date

Revised: August 2018  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*