



POSITION DESCRIPTION

POSITION TITLE: ELECTRONIC PATIENT RECORD APPLICATION ANALYST

DEPARTMENT: INFORMATION TECHNOLOGY

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: IT OPERATIONS MANAGER

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Electronic Patient Records (“EPR”) Application Analyst’s role is to ensure the stable operation of the Electronic Patient Records application systems. The EPR Application Analyst is responsible for the ownership and execution of day-to-day maintenance and operation of the EPR applications to ensure optimal performance. This includes planning, installing, configuring, maintaining and supporting all installed applications. The person will also support end users in a timely and accurate fashion, and provide end user training where required.

The EPR Application Analyst functions in manner consistent with and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Works collaboratively as a team with eHealth, the IT and Health Information departments
- Supports the EPR Clinical Programs, in the development of operating standards, policies, and procedures.
- Reviews feedback from users, compiles and analyzes support data, and recommends procedural and educational changes as appropriate.

- Supports EPR applications, including needs assessment, content updating, and capacity planning.
- Responsible for developing and maintaining all Cognos reporting for EPR applications
- Trains end-users and assist with training on the use and features of the EPR applications.
- Establishes and maintains effective relationships with vendors.
- Provides regular updates and maintain documentation on issues and resolution.
- Oversees activities and assist on installation and implementation of new EPR applications.
- Attends seminars and training sessions necessary to maintain appropriate level of professional competence.
- Enforces the IERHA network security and installation procedures.
- Ensures compliance with privacy legislation in all areas of the Electronic Patient Record.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- 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:

- College diploma or university degree in the field of Computer Science. (Other combinations of education and experience may be considered).

REQUIRED KNOWLEDGE:

- Good understanding of health care information systems and workflows.

EXPERIENCE REQUIRED:

- Minimum three (3) years recent experience in a Hospital Information Technology environment with focus on health information related databases and data management.

SKILLS/COMPETENCIES:

- Demonstrated excellent writing and communication skills.
- Demonstrated understanding of comprehensive computerized health records in enterprise wide systems.
- Ability to work well under pressure and on concurrent, multidisciplinary projects.
- Demonstrated strong organizational skills
- Ability to keep patient/client matters confidential and in compliance with *The Personal Health Information Act*.
- Valid drivers license.
- 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.

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: September 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.