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## POSITION DESCRIPTION

**POSITION TITLE:** REGIONAL DIRECTOR - HEALTH INFORMATION SERVICES

**DEPARTMENT:** HEALTH INFORMATION SERVICES

**CLASSIFICATION:**

**UNION:** NON-UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** VP FINANCE & CFO

**POSITIONS SUPERVISED:** REGIONAL MANAGER, HEALTH INFORMATION SERVICES, ACUTE CARE  
REGIONAL MANAGER HEALTH INFORMATION SERVICES – COMMUNITY  
MANAGER, PATIENT REGISTRATION SERVICES SELKIRK  
MANAGER, HEALTH INFORMATION SERVICES SELKIRK  
REGIONAL ACCESS & PRIVACY ADVISOR  
CORPORATE OFFICE, RECEPTIONIST

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## POSITION SUMMARY

The Regional Director of Health Information Services is responsible for Health Information Management in the acute care and community programs throughout the region. This includes the management, integrity, protection and security of health information, providing direction for best practice and the development of standards. The Regional Director ensures that health information practices are appropriately integrated in all regional or provincial clinical systems. The position of Regional Director, Health Information Services 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:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the program.

- Prepares and administers the department's budget, including determining staffing and operational needs; approves and monitors program expenditures.
- Plans, organizes, administers, reviews and evaluates the work of the Health Information Management Team and the Regional Privacy Officer.
- Develops policies, procedures and standards in compliance with the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA) regarding the privacy, security, safeguarding, retention, destruction and disclosure of personal health information.
- Provides oversight and final review of privacy investigations and breaches.
- Responsible for compliance with ICD10 Coding & Abstracting standards, ensuring adherence to Manitoba Health, Seniors and Active Living and CIHI reporting requirements, including implementation of strategies to monitor data integrity.
- Ensures that an efficient dictation system and transcription services are available for the region and all information is transcribed and available in accordance with designated standards.
- Facilitates the transformation of clinical data to useful health information required for planning, program management, and research.
- Develops client registry best practice guidelines, ensuring client interview processes are respectful and professional.
- Supports implementation of regional and provincial clinical systems (e.g. EMR, ADT, EPR) to ensure the adoption of Health Information Management best practices, including completion of necessary Privacy Impact Assessments as required.
- Facilitates and supports data integrity initiatives to meet program requirements through appropriate monitoring and reporting practices.
- Participates as a regional representative on provincial committees related to Health Information Management.
- Provides organizational leadership through participation on the Interlake-Eastern RHA Regional Leadership Team
- Works collaboratively with regional programs and committees as requested and/or required.
- Supports the Executive Assistant Team in coordination of projects and team initiatives, including the direct supervision of the Corporate Office Receptionist.
- Keeps current on developments within the health information management profession.
- 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:**

- Degree in Health Information Administration or Diploma in Health Information Management with Health Care Management Certification

- Member in good standing with The Canadian Health Information Management Association and the Manitoba Health Information Management Association

**REQUIRED KNOWLEDGE:**

- Demonstrated knowledge of theories, principles and computer and operational practices integral to health information management
- Demonstrated organization, prioritization and time management skills required
- Excellent communication skills, demonstrating considerable judgment, courtesy, and tact

**EXPERIENCE REQUIRED:**

- Minimum 5 years' experience in the health information management profession required
- Minimum 5 years' experience managing staff in a unionized environment

**SKILLS/COMPETENCIES:**

- Ability to handle difficult and sensitive situations confidentially using sound, independent judgment within general policy and legal guidelines
- Ability to supervise and evaluate staff, directly and through multiple levels of supervision;
- Ability to build and maintain positive working relationships and work in multi-disciplinary teams
- Given the cultural diversity of the 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.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- 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.

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**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 adherences to Workplace Safety and Health

Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

- 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**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

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Created:

\_\_\_\_\_ Date

Revised:

\_\_\_\_\_ September 2016

\_\_\_\_\_ 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 position 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.*