



POSITION DESCRIPTION

POSITION TITLE: MANAGER, PLANNING AND EVALUATION

DEPARTMENT: QUALITY, RISK & PATIENT SAFETY

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, QUALITY, RISK & PATIENT SAFETY

POSITIONS SUPERVISED: NONE

POSITION SUMMARY

Reporting to the Regional Director, Quality, Risk & Patient Safety, the Manager, Planning and Evaluation is responsible for coordinating health systems information, analysis and interpreting data, producing reports and disseminating findings. A key function is to provide guidance and support for the planning and evaluation of clinical programs and services, including the development and monitoring of performance indicators. The Manager, Planning and Evaluation is an active member of the Quality, Risk & Patient Safety team and functions in a 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:

- Gathers and coordinates health information received by the region and ensures data is readily available for evidence informed decision making.

- In partnership with program leaders, provides expertise in the development and monitoring of performance indicators.
- Presents results of data interpretation in a format that is useable by program and service planners.
- Responds to inquiries from managers and staff regarding information required by programs.
- Assists program staff in the use of data results in evidence-informed decision making.
- Coordinates the development of the annual health plan process.
- Provides information and acts a resource to regional programs and services for program planning and evaluation.
- Establishes and maintains an inventory of data sources and reports.
- Undertakes special projects as directed by the Regional Director, Quality, Risk and Patient Safety
- Communicates with key stakeholders as required.
- 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.
- 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.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post secondary education in Accounting, Business Administration, Health or Social Sciences; or the equivalent combination of education and experience relevant to the position.

REQUIRED KNOWLEDGE:

- Working knowledge of the following computer programs: word processing (Word); databases (Access, Sequel); spreadsheets (Excel); presentations (PowerPoint); internet; intranet; email required.
- Knowledge of program planning and evaluation.

EXPERIENCE REQUIRED:

- Minimum five years experience in the health care field.
- Experience working with healthcare information in a computerized environment.
- Experience in designing and managing large databases preferred.

- Experience in project management preferred.

SKILLS/COMPETENCIES:

- Ability to meet tight deadlines in terms of completing projects and tasks within set time timeframes required.
 - Ability to analyze and interpret data, prepare reports and present information.
 - Effective leadership skills, including problem solving & organizational skills.
 - Excellent verbal and written communication skills, with individuals and groups.
 - Excellent presentation skills and ability to engage an audience while presenting complex information.
 - Good physical and mental health to meet the demands of position.
 - Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset
 - 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.
 - 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.
-

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.

Created: June 2014
Date

Revised: December 2014
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.