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## POSITION DESCRIPTION

**POSITION TITLE:** REGIONAL PRIVACY ADVISOR

**DEPARTMENT:** HEALTH INFORMATION SERVICES

**CLASSIFICATION:**

**UNION:** NON UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** MANAGER, HEALTH INFORMATION SERVICES

**POSITIONS SUPERVISED:** NONE

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## POSITION SUMMARY:

The Regional Privacy Advisor is responsible for the leadership and education initiatives in the region for protecting the privacy, confidentiality and security of personal and personal health information in accordance with the personal health information act (PHIA) and the freedom of information and protection of privacy act (FIPPA). The Regional Privacy Advisor acts as a resource to all staff in the region for interpretation of policies and legislation under PHIA and FIPPA and conducts appropriate investigations of reported privacy breaches. The Regional Privacy Advisor complies with requests for information requests issued under FIPPA. The incumbent works cooperatively to support the resource management function of HIS.

The position of Regional Privacy Advisor functions in a manner consistent with and supports the mission, vision and values of the Interlake-Easter Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Facilitates the IERHA's compliance with the Personal Health Information Act (PHIA) and the Freedom of Information & Protection of Privacy Act (FIPPA).

- Responds to requests for information in compliance with the requirements of FIPPA.
- Works collaboratively with the program directors to collect and respond to requests for information under FIPPA.
- Conducts privacy impact assessments (PIAs) on electronic information systems which collect and store personal and personal health information.
- Identifies, develops and delivers effective educational initiatives for the privacy, confidentiality and security of personal and personal health information.
- Delivers specific privacy education to programs and services as requested or in follow-up to identified issues.
- Investigates reported privacy breaches, ensuring that issues are clearly identified, recommendations made, and any identified educational requirements implemented.
- Must remain current regarding the best practices, current initiatives, and any PHIA and FIPPA legislation amendments.
- Actively participates on provincial privacy networks and initiatives.
- Acts as a resource in the region to interpret PHIA and FIPPA legislation.
- Identifies indicators, develop assessment tools and recommend strategies for privacy compliance initiatives.
- Develops policies and procedure relevant to PHIA & FIPPA
- Provides assistance to management for resource scheduling and operational support.
- 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**

- Other duties as assigned.

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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Diploma in Health Information Management or a degree in Health Infomatics from a Recognized College or University is required.
- Certification in Health Care Management preferred.

**REQUIRED KNOWLEDGE:**

- In depth knowledge of the PHIA and FIPPA legislations.
- Knowledge of effective learning strategies.

**EXPERIENCE REQUIRED:**

- Minimum five (5) years' experience working in the Health Information Management field.
- Minimum two (2) years' experience working directly with privacy legislation.

**SKILLS/COMPETENCIES:**

- Valid Manitoba drivers license.
- 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.
  - Maintains a 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.
  - Primarily Monday to Friday.
  - May be required to work overtime.
  - 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: October, 2014  
Date

Revised: January 2021  
Date

Approved by: \_\_\_\_\_  
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.*