

Title: Working Group Coordinator – Order Sets

Department: LUMEO Project

Hours of Work: Temporary, Full-Time Position

Salary: To be determined

Union: Non-Union

Location: Virtual (with some regional travel)

PRIMARY FUNCTION

The six health-partners in the South East region recognize that to achieve person centered, effective care coordination across the system, enhance the ability to make best use of collective resources, achieve more system-like behavior, and have the agility to address future funding changes, a major, system-wide clinical transformation is needed. This clinical transformation will meet clinical information needs of both the health-partners and the region. A regional HIS would support a one person, one system, one experience vision identified by the partners' clinical leadership. This project opportunity will enable the sharing of information seamlessly across the six health-partners, connecting the personal health information into a single cohesive story and reducing the variability of care provided.

The **Working Group Coordinator – Order Sets** will support the Order Sets Committee and Clinical Informaticist - Order Sets, and Physician Sponsors in development of regional order sets. This will include tracking, scheduling meetings, coordinating events and documents management. The Working Group Coordinator – Order Sets will also support coordination of the PTC Committee, and the CPOE and CDS Working Groups.

RESPONSIBILITIES & DUTIES INCLUDE:

- Coordinate committee meetings
- Support committees on an as needed basis at the direction of the Physician Leads
- Collect data, file and distribute project files to the right personnel and stakeholders
- Takes records of all committee items, and sees to it that they are adequately delivered required stakeholders as directed by the project director
- Support project planning and implementation activities
- Assist with and prepare presentations, briefings and reports in support of project activities
- Engage with partners and other stakeholders as needed

NOTE - The above duties are representative but are not to be construed as all-inclusive.

BASIC QUALIFICATIONS:

- Post-secondary education in Information Technology, Business Administration or Finance or equivalent, or equivalent business experience
- 2+ years of administrative support or project coordination experience
- Experience coordinating meetings with many stakeholders
- Excellent verbal and written communication skills; interpersonal and negotiation skills
- A team player with a track record for meeting deadlines
- Willingness and ability to regularly travel to locations within the region as required
- A results-oriented focus is essential, as is the ability to work in a fast-paced changing environment and effectively manage multiple deliverables simultaneously
- People and team oriented with a strong ability to establish an excellent level of confidence, credibility and cooperation with internal and external stakeholders
- Ability to communicate well, both verbally and written, is essential
- Ability to present information clearly and effectively
- Satisfactory criminal reference check required.

PHYSICAL REQUIREMENTS:

The applicant must be able to meet the physical demands of this position.

We thank all applicants, but only those selected for an interview will be contacted. Kingston Health Sciences Centre is committed to inclusive and accessible employment practices.

If you require an accommodation to fully participate in the hiring process, please notify the Recruitment Team.