

Job Title: Policy Analyst - Lumeo Project (Regional HIS)

Requisition ID **88665** - Posted - **Professional non-management**

Title: Regional HIS Policy Analyst

Department: LUME0 Project

Hours of Work: Temporary, Full-Time Position

Salary: \$31.87 - \$38.23 per hour

Union: Non-Union

Location: Virtual work environment (ability to travel to locations within the region as required)

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 Lumeo **Policy Analyst** will provide centralized policy research, analysis, creation, and approval. They will shepherd policies through the approval process at the various project governance committees. They will also support development of Lumeo Order Sets as required. The Lumeo Policy Analyst works under the direction of the Lumeo Project Director.

RESPONSIBILITIES & DUTIES INCLUDE:

- Lead the development of the Lumeo policies & procedures.
 - Note: policies may be clinical, technical, or administrative in nature.
 - Conduct research on comparable policies & procedures in other jurisdictions.
 - Analyze existing policies & procedures amongst partners for similarities/ differences.
 - Create net new policies & procedures based on research and analysis.
- Develop, enact, and maintain the Lumeo policy development process.
- Work with the Transformation and Adoption Team to maintain the policies and procedures portion of the Lumeo website.
- Support the development of Briefing Notes for various governance committees. Including but not limited to the Program Transformation Committee and the Information Management Council.
- Present to various Lumeo governance committees on existing or proposed Lumeo policies & procedures.
- Maintain and update a Lumeo policy & procedures register on the Lumeo website.
- Maintain and update Lumeo policies & procedures as required.
- Assist in the creation order sets, as needed, with direction from the Regional Order Sets Committee and other affiliated governance committees.

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, Public Administration, Health Care or equivalent.
- Equivalent combination of education and experience will be considered.
- Minimum 3 - 5 years developing and/or supporting health information systems across multiple integrated solutions (alternative qualifications will be considered)
- Proficient understanding of research methodology and data collection and analysis.
- Ability to manage timelines and see the creation of project deliverables through from conception to completion.
- Able to identify and communicate potential risks.
- Able to independently manage day-to-day priorities and be self-directed
- Lead the presentation of policy and procedure materials
- Determine the best way to analyze and present data
- Ability to communicate well, both verbally and written, is essential
- Ability to present information clearly and effectively
- Satisfactory criminal reference check with the vulnerable sector search 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.