

## COORDINATOR REGIONAL MEDICAL ARCHIVES (0315) PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Medical Archives (750103)
<b>WORK LOCATION:</b>	Regional Eeyou Istchee
<b>MANAGEMENT LEVEL:</b>	Intermediate Manager
<b>STATUS:</b>	1 Permanent Full-Time
<b>SALARY:</b>	Class 36: Min. \$74,481- Max. \$96,826

### SUMMARY OF THE POSITION

Under the direction of the Director of Medical Services and Affairs (DMAS), the incumbent has the responsibility for managing all information in the client file including, but not limited to medical, psycho-social, youth protection, etc. for the CBHSSJB, and assumes responsibility for management of all regional resources and activities related to the Regional Medical Archives of the CBHSSJB in all facilities and mission of the CBHSSJB, and all 9 communities of Eeyou Istchee.

More specifically, the incumbent is responsible for the adequate and optimal management activities related the medical records management to assume the management of medical and hospital information statistics, analysis, evaluation, accessibility, transmission, confidentiality, conservation and security. The Coordinator of Regional Medical Archives has the mandate to standardize the services offered, work internal processes and working tools appealing the best practices following the legislation, norms and active standard.

In close collaboration with the Director of Medical Services and Affairs, and the all Directors of Professional Services and Quality Assurance (DPSQA), the incumbent will be called upon to provide guidance and advise on the qualitative management of information on users.

In addition, the incumbent will collaborate in activities related to the definition and implementation of clinical information systems (CIS) and participate in the definition, planning and development of unit programs, policies and protocols, other programs, evaluation and performance of quality assurance functions.

### SPECIFIC FUNCTIONS

The incumbent is responsible for the adequate and optimal management activities related the medical records management to assume the management of medical and hospital information statistics, analysis, evaluation, accessibility, transmission, confidentiality, conservation and security.

The Coordinator of Regional Medical Archives has the mandate to standardize the services offered, work internal processes and working tools appealing the best practices following the legislation, norms and active standard.

Furthermore, the incumbent is an active collaborator with all the clinical electronic archives. More specifically:

1. Plan, organize and evaluate the activities of the Regional Archives Service for the entire CCSSBJ.
2. Ensure adequate and optimal management of activities relating to the management of files, the processing and coding of medico-administrative data, as well as the management of operating systems supporting these activities.
3. Collaborate with the Hospital Director and the Director of Medical Services and Affairs in the assurance of planning, budget planning, coordination, accountability, quality assurance and evaluation.
4. Ensure operational management (access, direction, accountability, planning, organization, coordination, implementation, control, supervision and reporting) and participate in the management of human, financial, material and information resources for all services provided, in collaboration with functional program staff/managers.
5. Standardize all practices and protocols for the services under its responsibility.
6. Collaborate in the implementation of processes allowing the computerization of the file and the implementation of clinical information systems (CIS).
7. Ensure the optimization of processes in the archives sector and ensure sound change management with all partners involved.



8. Know and put into practice the confidentiality rules of the institution by taking the necessary measures to protect the integrity, confidentiality and security of users' personal information.
9. Develop, implement and update service policies and procedures.
10. Ensure links between the various departments and the organization's partners.
11. Ensure a healthy work environment in its departments (mobilization, leadership) and the development of human resources skills.
12. Participate in any Committee related to the management of user information.
13. Responsible of the development, deployment and operationalization of the Regional scanning and classification process.
14. Responsible of the patient identification data integrity following the directive, normative code and other relevant government reference.
15. Know and put into practice the rules of confidentiality policies of the organization by taking the necessary measures to protect the integrity, confidentiality and security of users' personal information.
16. Establish, in collaboration with the Director of Medical Services and Affairs and the assistant-head of archives, the objectives of the service and determine the actions to achieve these goals.
17. Plan, organize, standardize, direct and coordinate the activities of the regional medical archives.
18. Participate in the planning and implementation of various local, regional, supra-regional and provincial CIS project.

## REQUIREMENTS

### Education and experience:

- University degree in medical archives and/or in a discipline relevant to the position;
- A diploma as a medical archivist from a school recognized by the competent department and/or a diploma recognized by the Association des gestionnaires de l'information de la santé du Québec or by the College of Medical Archivists of Canada (Association of Medical Archivists of Canada) can also be accepted;
- Five (5) years of relevant experience as a medical archivist;
- Degree in Management is an asset;
- Member in good standing of the AGISQ is an asset.

### Knowledge and abilities:

- Strong knowledge of the MSSS social practice, programs, laws, regulations, RUIS Network, orientations and trends, including CHSSC (formerly CLSC), hospital services, rehabilitation, mental health and dependencies, and public health;
- Good knowledge and experience in the management of archive services, and service corridors for health care services;
- Experience with processes induced by the interface of inherent IT applications;
- Work experience related to the development and/or monitoring of performance indicators for the management and interpretation of dashboard data;
- Excellent knowledge of current legislation, norms and standards;
- Knowledge of various laws concerning the management of information of the Health of Quebec, such as Access to Information Act, LSSSS and chapter S-5, Archives Act, Act respecting the legal framework of the information technologies etc.
- Knowledge of the features of an IPM is an asset;
- Knowledge of the features of an interface is an asset;
- Knowledge of coding standards for ICD-10-CA, CCI and ICD-O;
- Knowledge of the features of an EMR and/or DCI is an asset;
- Good knowledge of the normative framework of I-CLSC;
- Learning agility of IT software;
- Good command of Med-Echo system and Microsoft Office suite (Word and Excel) and knowledge of Impromptu (an asset);
- Knowledge of DSQ, SI-PMI, Crystal-Net applications and a forms management module is an asset;
- Knowledge of Medipatient ADT and MedIndex, IPMR concept and interface functionality (an asset for future deployment projects);
- Excellent computer skills MS Office (i.e. Word, Excel, Power Point, etc.);
- Extensive experience with data analysis, preparation and presentation of data;
- Strong knowledge of social services related theory, practice, current issues and trends, and program planning, professional standards and acts, clinical supervision, including the development of policies and program manuals;
- Strong leadership, multidisciplinary team and line management skills;



- Good record in an appropriate level of professional services or programming line management or leadership, and; human, financial, and information resources management is an asset;
- Flexibility and ability to adapt to change;
- Knowledge of, or ability to grasp the issues and context that relate to First Nation professional services programming;
- Ability to apply Eeyou (Cree) culture, values, traditions and teachings into programs and services;
- Knowledge of Cree culture, communities and language is an asset;
- Excellent critical thinking, decision-making, planning and organizational skills as applied to professional practice planning and implementation;
- Results-oriented, autonomous, flexible, and ability to multi-task;
- Excellent interpersonal communication, leadership and teamwork skills;
- Excellent communication skills, both written and presentation;
- Ability to effectively collaborate with all colleagues, as a team member and team leader;
- Ability in administrative and statistical computer applications, and management information systems.

## LANGUAGE

- Fluent in English and French;
- Ability to read government documents in French;
- Fluency in Cree is a strong asset.

## OTHER

- Willing to travel extensively and participate in required training.

<b>POSTING START/END DATE:</b>	2024-04-12/2024-04-26
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	Yes, if hired more than 50 kilometres from the Eeyou Istchee locality in which they are called upon to perform their duties.
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	7 / 35

## HOW TO APPLY

To apply, please go to our website <https://creehealth.org/home> ->Careers -> Job Opportunities

**Cree Board of Health & Social Services of James Bay**

Tel 514-861-5955

Fax 514-989-7495

Need assistance or have questions. Email us [jobs.reg18@ssss.gouv.qc.ca](mailto:jobs.reg18@ssss.gouv.qc.ca)

**WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

## NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.

Please note that applicants registered in the Indigenous Succession Plan may be considered for this position if they have sufficient university educational credits to be eligible for the management activities associated with this position.