



*Every child and youth living life at their full potential.*

## **About Grandview Kids**

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Though a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

### **Clinical Health Information Systems Manager- (Health Information Management) (Regular Full-Time)**

- Full-Time – 37.5 hours per week (1FTE)
- Salary: \$93,210 – \$109,044 per year, depending upon experience
- Commencing September 2024
- Onsite / In-Person

Reporting to the Executive Lead, Quality, Risk and Continuous Improvement the Manager, Clinical Information and Systems, maintains a current and effective health record information system, supports statistical reporting; liaison with Client Services Leadership team; manages human resources and employee relations; maintains a safe work environment; supports departmental/Centre efforts in Quality Improvement Program (QIP) activities as required.

### **Responsibilities**

- Ensuring a complete and informative health record for each Centre client, including timely processing of clinical reports, admissions and discharges and quality coding and abstracting of clinical data for clients.

- Acting as the Centre's System Administrator and representative for the provincial partners and user groups, and ensuring delegated staff have a working knowledge to assume role as appropriate.
- Acts as Grandview's Privacy Officer by developing/maintaining the Centre's privacy statement and ensuring that Grandview policies and procedures reflect compliance with current privacy legislation, and raises staff awareness of policies and procedures related to privacy.
- Coordinating the input of Management Information System coding and allocation of staff resources, managing users IDs etc. for additional Ministry reporting systems.
- Working closely with the Centre's Privacy and Health Information Coordinator to maintain the Centre's privacy policies, ensuring the Grandview policies and procedures reflect compliance with current privacy legislation
- Ensuring full compliance with relevant legislation, maintaining client confidentiality and security of records.
- Assisting with statistical information and reporting on an as needed basis to clinical staff, management, board and ministries;
- Assessing and evaluating effectiveness of all modules of the application, overseeing staff training on clinical information systems, testing new versions of the software, prior to go live dates.
- Participating on EKO System Administrator management and user groups to facilitate standardization across children's treatment centres.
- Dealing with families and legal representatives, where necessary, regarding custody and access situations and court orders requiring staff attendance as witness with the client record.
- Undertaking planning and evaluation, including ensuring that measurable objectives in both processes and statistical reporting meet evaluation and reporting requirements.
- Arranging and coordinating quarterly clinical chart audits, conducted on a random selection of caseload, reviewing results and supporting/acting upon recommendations as needed.
- Managing user IDs, passwords and profiles for additional ministry reporting systems (e.g. ISCIS);
- Participate in Centre education, orientation and public relations as required, including providing training or presentations and demonstrations to colleagues, other programs, community agencies, staff, students, volunteers and trustees.
- Frequently reviewing relevant policies and procedures, ensuring a high level of understanding amongst staff.
- Informing staff of changes to the system on a timely basis and updating training materials and liaising with information technology support staff to manage system upgrades and failures with a view to minimizing impact on clinical services;
- Developing, maintaining and providing access to custom reports using the report writer;

## Qualifications

- Post secondary diploma/degree in the field of Health Information Management
- 2-3 years relevant experience working with health records and database management.
- Knowledge of Canadian Institute for Health Information (CIHI), Management Information System (MIS), and the Ministry of Health and Long Term Care's Ontario Health Care Financial and Statistical System (OHFS).
- Expert knowledge and experience in privacy standards, ethics and legislative requirements,
- CIPP certification or equivalent with experience working with health records is an asset
- Previous experience in data base management
- Thorough experience and knowledge of reporting systems required for CTC sectors
- Working knowledge of Centre structure, operations and department services is preferred

You have a deep commitment to family centred care and a passion for working with others to support children to achieve their personal best. Valid driver's licence and reliable vehicle, or access to reliable/appropriate transportation.

## How to apply

**Please forward a resume and cover letter clearly stating Job 24.72 to [careers@grandviewkids.ca](mailto:careers@grandviewkids.ca) by September 26<sup>th</sup>, 2024 at 5 p.m. EST. Please address your correspondence to:**

Human Resources

Grandview Kids

600 Townline Road South

Oshawa, ON L1H 0C8

## Our commitment to belonging.

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of

diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

## **Land acknowledgement.**

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities.

Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.