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## VACANCY POSTING

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<b>Vacancy:</b>	Decision Support Analyst
<b>Description of Position:</b>	Regular Part time
<b>Number of Vacancies:</b>	1 Position
<b>Unit:</b>	Health Records
<b>Wage Grid:</b>	\$35.45 – \$44.31
<b>Employee Group:</b>	Non-Union Support
<b>Shift Work:</b>	No
<b>Weekend Work:</b>	No

**Reference Number:** #26-095 RPT DECISION SUPPORT ANALYST

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### ROLES AND RESPONSIBILITIES

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#### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

#### SUMMARY OF POSITION

Reporting directly to the Manager Health Records, Chief Privacy Officer & Decision Support, the Decision Support Analyst is responsible for supporting managers by fulfilling end-user requests, conducting feasibility studies, business cases, and needs assessments to enhance service delivery. Collaborates across all organizational levels to identify opportunities for quality improvements. Provides analytical and consultative support using statistical and clinical data for evidence-based decision-making. Serves as the designated Wait Times Coordinator and administers the Risk and Incident Management System.

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### NATURE AND SCOPE OF WORK

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- Performs data mining, extraction, analysis, presentation, and dissemination or reporting of identified measures and indicators both internally and externally
- Designated Wait Times Coordinator including user management, compliance reporting, data reporting and message failure management
- Administers the Risk and Incident Management System, including user management, workflow, and reporting
- Performs other roles and duties as required

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## QUALIFICATIONS

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- Community College Diploma or University Degree in Health Information Management; or equivalent program
- Certified with the Canadian Health Information Management Association
- 1-2 years' experience in Decision Support, Utilization Management or Quality/Risk Management
- Advanced computer skills, including experience with Crystal and/or SQL report writing
- Experience in decision support and business intelligence tools
- Advanced understanding of ICD10CA/CCI coding and case mix grouper methodologies
- Strong relationship management, communication, and organizations skills
- Above average prioritization skills
- Proven, demonstrated experience in both written and oral communication
- Familiarity with Patient Experience Surveys
- Understanding of both clinical and administrative functions and processes within a health care setting.
- Proficiency in Advanced Excel and Power BI.
- General understanding of interfaces and the use in clinical settings
- Working knowledge and general understanding of workflow within a Healthcare setting.
- Strict confidentiality of all patients and hospital related information
- Excellent attendance and appropriate availability to fulfil shift commitment
- Ability to relate well with, members of the health care team and the general public
- Responsible for own professional development
- Obtain a satisfactory Police Check (vulnerable sector)

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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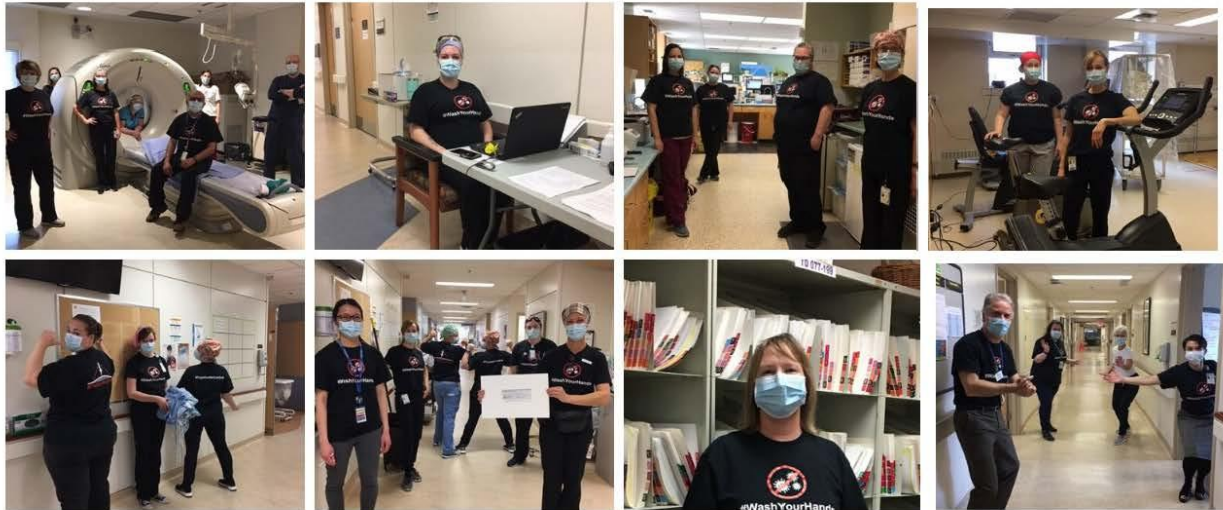
## APPLICATION INFORMATION

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Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

[hresources@wdmh.on.ca](mailto:hresources@wdmh.on.ca)

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH. Accommodations are available on request for candidates taking part in all aspects of the selection process. We appreciate interest from all candidates, however only those selected for an interview will be contacted.**



# JOIN OUR TEAM

We are #WDMH Proud!

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!

## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit [www.wdmh.on.ca](http://www.wdmh.on.ca).

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit [www.northdundas.com](http://www.northdundas.com).

