



VACANCY POSTING

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

Date Posted:	June 22, 2026
Closing Date & Time:	June 29, 2026 at 1700 hours
Reference Number:	#26-095 RPT DECISION SUPPORT ANALYST

ROLES AND RESPONSIBILITIES

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.

NATURE AND SCOPE OF WORK

- 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

QUALIFICATIONS

- 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)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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.

APPLICATION INFORMATION

Further information is available from **Alyssa Waldroff at extension x6366**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

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.