

Key Research Findings

This analysis was based on the pre-determined criteria and measures listed below:

Section	Description	Measures
Student Demand	<p>Includes an assessment of OCAS (2007 - 2011) enrolment data at other colleges in terms of mean growth rate with a specific focus on Fleming's direct competitors where appropriate (Georgian, Sheridan, Seneca and Durham)</p> <p>Trends in certificate, diploma, degree, apprenticeship and continuing education (where available).</p> <p>Click Below to Access Full Source Document: Fall Enrollment Trend</p>	<ul style="list-style-type: none"> ● Strong = Fleming enrolment growth is outpacing system and is equal to or greater than 3% ● Moderate = Fleming enrolment growth is equivalent to system demand and is between 1.0 to 2.9% ● Weak = Fleming enrolment growth is less than the system demand and is less than 1%
Labour Market	<p>Includes projected employment rate growth based on a consolidation of various Ontario, Canadian, and US sources including HRSDC, Sector Council Reports US Bureau of Labour Statistics, and the MTCU Employment Profile.</p>	<ul style="list-style-type: none"> ● Strong = Between 5-6 positive labour market indicators ● Moderate = Between 3-5 positive labour market indicators ● Weak = Between 1-2 or no positive labour market indicators
Competitive Analysis	<p>Includes the number of actual colleges offering the program as well as the ratio of applications to acceptances at Fleming compared to other colleges and specific comment about Fleming's direct competitors where appropriate (Georgian, Sheridan, Seneca and Durham)</p> <p>Click Below to Access Full Source Document: Fall Conversion Report</p>	<ul style="list-style-type: none"> ● Strong = Fleming conversion ratio is greater than 2 below the system ● Moderate = Fleming conversion ratio is 1 above, below or equal to the system ● Weak = Fleming conversion ratio is greater than 2 above than the system
Financial Analysis	<p>Includes a review of Contribution to Overhead (CTO) for existing programs (2010-11)</p> <p>Click Below to Access Full Source Document: Costing Analysis</p>	<ul style="list-style-type: none"> ● Strong = CTO is greater than 35% ● Moderate = CTO is between 30 - 34% ● Weak = CTO is between 20 – 30% <p>No Contribution = 19% or less</p>

Key Research Findings

Key Performance Indicators	<p>Includes KPI trends from the Key Performance Indicator Summary 5 Year Historical Overview KPI Data from Reporting Years 2008-2012.</p> <p>Click Below to Access Full Source Document: Key Performance Indicators</p>	<ul style="list-style-type: none"> ● Strong = Above system average in 6-7 indicators ● Moderate = Above system average in 3-5 indicators ● Weak = Above system average in 0-2 indicators.
Resource Analysis	<p>Requires school level assessment regarding space, technology, capital equipment and human resources. Recommendations from recent Program Review Reports included here</p>	

Key Research Findings

Health Information Management (51643)

Student Demand¹

- **WEAK**

The following information consists of OCAS yearly student fall registration data as well as a mean growth rate and average student registration for each program under these categories:

Diploma

- Currently, 3 colleges offer this diploma program, as Cambrian suspended their program in 2010
- George Brown has the highest mean growth rate (**5%**) and average registration (**54 students**) while Fleming has the lowest mean growth rate (**-8%**), which is lower than that of the system's (**0%**)
- Fleming's average registration is **27 students**, the lowest among the three schools offering this program

Graduate Certificate

- Conestoga is the only school to offer a graduate certificate program, which has recovered from a **-60%** change in registrations in 2010, raising the mean growth rate to **17%**, with an average registration of **8 students**

Diploma

Program: 51643 - HEALTH RECORDS ADMINISTRATION

	2007		2008		% Change (07-08)		2008		2009		% Change (08-09)		2009		2010		% Change (09-10)		2010		2011		% Change (10-11)		% Mean Growth Rate (07-11)	5 Year Average Reg. Students
CAMBRIAN	21	19				-10	19	7				-63	7												-36	16
FLEMING	33	24				-27	24	30				25	30	28				-7	28	21					-8	27
GEORGE BROWN	43	49				14	49	66				35	66	62				-6	62	48					5	54
ST. LAWRENCE	19							36					36	33				-8	33	31					-7	30
Total	116	92				-21	92	139				51	139	123				-12	123	100					0	114

¹ Registration data obtained from the Program Counts by Applicant Type Report (RPT0050P) in the OCAS Reporting and Analytics Cube December 7, 2011. Some programs/colleges may not be included because they were missing MCU codes in the OCAS dataset Prepared by Fleming Data Research (07-2012)

Key Research Findings

Graduate Certificate

Program: 71643 - HEALTH RECORDS TECHNICIAN - ADVANCED														
	2007 2008 % Change (07-08)			2008 2009 % Change (08-09)			2009 2010 % Change (09-10)			2010 2011 % Change (10-11)			% Mean Growth Rate (07-11)	5 Year Average Reg. Students
CONESTOGA	9			9 10 11			10 4 -60			4 8 100			17	8
Total	9			9 10 11			10 4 -60			4 8 100			17	8

Labour Market

• **STRONG**

Employment Ontario

Not Available

HRSDC²

Records Management and Filing Clerk (NOC – 1413)

- Job Openings (2011/2020): **75,487**
- Job Seekers(2011/2020): **78,413**
- Post-Secondary Education Graduates: **79,640 (102%)**
- “Based on projections and considering the recent surplus of workers, this occupation should continue to experience a surplus of workers over the 2011-2020 period. In other words, job seekers will outnumber job openings. These job openings will result entirely from replacement needs mainly due to retirement. Although the decline in employment is expected to stop, employment is expected to grow only very slightly over the next few years. The retirement rate will be slightly higher than the average for all occupations (close to 3% of workers retiring each year) because workers in this occupation are younger than in other occupations. With regard to labour supply, the majority of job seekers will come directly from the school system, although immigration will account for close to 25% of job seekers. However, given the limited employment opportunities and the relatively low wages, many workers will leave this occupation over the next few years, primarily for other clerical or administrative occupations, which will result in additional replacement needs.”

²“Clerical Occupations, General Office Skills (141).” *Human Resources and Skills Development Canada*.N.p., n.d. Web. 31 July 2012. <<http://www23.hrsdc.gc.ca/occupationsummarydetail.jsp?&tid=24>>.

Key Research Findings

US Bureau of Labour³

Medical Records and Health Information Technicians (SOC – 29-2071)

- Employment Growth (2010/2020): **Increase 21%**
 - **179,500(2010) to 217,300(2020)**
- “Employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will also mean more claims for reimbursement from private and public insurance. Additional records, coupled with widespread use of electronic health records by all types of healthcare providers, should lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.”
- “Cancer registrars are expected to continue to be in high demand. As the population ages, there will likely be more types of special purpose registries because many more types of illnesses are detected and treated later in life.”
- “Prospects will be best for those with a certification in health information. As EHR systems continue to become more common, technicians with computer skills will be needed to use them.”

Sector Council Report⁴

According to the Canadian Health Information Management Association's *Health Informatics and Health Information Management: Human Resources Report 2009 – 2014* report:

- “It is estimated that there are currently around 32,540 HI & HIM professionals working in the public sector and the private sector”
- “Depending on the EHIS investment scenario, overall employment of these professionals will increase over the next five years by 2,480 persons to 8,490 persons”
- “In addition to this employment growth, there will be a need to replace approximately 3,840 persons who will retire from the labour force”
- “These estimates imply a five-year hiring requirement ranging from 19.4% of the estimated 2009 employment to 37.9%”
- “Survey data indicate that the vacancy rate currently exceeds 10% in six of the 27 occupational groups”

³Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Medical Records and Health Information Technicians, Web.<http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (July 17, 2012).

⁴“Health Informatics and Health Information Management Human Resources Report.” *Canadian Health Information Management Association*. N.p., Nov. 2009. Web. 18 July 2012. <https://www.echima.ca/media/documents/HHIM_report_E_web.pdf>.

Key Research Findings

- “By 2014 the number of HI & HIM professionals who will require broader skills will increase from 8,880 in 2009 to between 13,690 and 32,170. It is likely that these professional development requirements will exceed the resources that are currently available to professional associations”

Figure No. S-1

Current and Projected Employment of HI & HIM Professionals, 2009–2014
Prism Economics and Analysis

	Estimated Employment 2009	Employment Forecast: 2014		
		Low Growth	Moderate Growth	High Growth
HI & HIM Employment				
Total: All HI & HIM Occupation Groups	32,540	35,020	37,200	41,030
Five Year Increase in Employment		2,480	4,660	8,490
Five Year Percentage Increase in Employment		7.6%	14.3%	26.1%
Five-Year Replacement Demand				
Replacement Rate		11.8%		
Replacement Requirement		3,840		
Five Year Hiring Requirement (Employment Growth + Replacement)				
Hiring Requirement		6,320	8,500	12,330
Hiring Requirement as percent of 2009 Employment		19.4%	26.1%	37.9%

Key Research Findings

Employment Profile⁵

In 2010-2011, **31.7%** of graduates were employed in a full time position which related to this program of study provincially

Office Administration – Health

Total Graduates:	680	Total Graduates in Survey:	485	Response Rate:	71.3%
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594 graduates were reported after the survey window had closed. While program information for these graduates has been included wherever possible, these graduates are not included in survey results, such as response rates.

Programs in Office Administration – Health

Programs	Duration	Total Grads	Total in Survey	Total in Labour Force	Colleges
Dental Office Administration	1 Year	82	57	42	Durham, George Brown, Niagara
Health Informatics Management – Bachelor Of Applied Health Sciences	4 Years	7	5	4	Conestoga
Health Office Administration	2 Years	34	26	26	Conestoga
Health Records Administration	2 Years	64	41	37	Cambrian, George Brown, Sir Sandford Fleming
Health Records Technician – Advanced	Post Diploma	7	6	6	Conestoga
Office Administration – Medical	2 Years	486	350	313	Centennial, Durham, Fanshawe, George Brown, Georgian, Lambton, Mohawk, Seneca, Sheridan, St. Clair, St. Lawrence

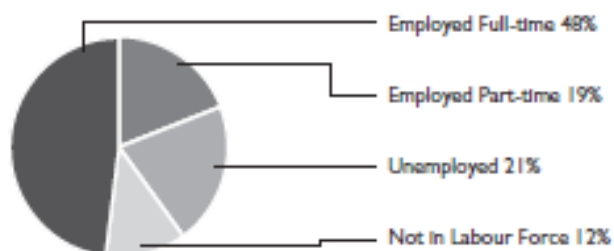
Summary of Survey Data

	Program Cluster	All Programs
Survey Population	485	50,622
Labour Force Participation	88%	74%
Employment Rate ^a	76%	83%
Employed Part-time ^a	22%	18%
Employed Full-time ^a	54%	65%
Average Annual Earnings – Total	\$30,159	\$33,199
Average Annual Earnings – Female	\$29,981	\$31,897
Average Annual Earnings – Male	\$37,018	\$34,607
Graduate Satisfaction	71%	79%
Employer Satisfaction	96%	93%

a. As a percentage of graduates in the labour force.

⁵"Employment Profile." Ontario. N.p., 2011. Web. 19 July 2012.

<<http://www.tcu.gov.on.ca/pepg/audiences/colleges/serials/eprofile09-10/profile10.pdf>>.

Office Administration – Health**Graduate Outcomes for Program Cluster (as a percentage of all respondents)****Top Five Industries of Employment**

	#	%
Ambulatory Health Care Services	102	33.3%
Hospitals	69	22.5%
Food Services and Drinking Places	18	5.9%
Educational Services	14	4.6%
Clothing and Clothing Accessories Stores	11	3.6%

Top Five Occupational Categories

	#	%
Receptionists and Switchboard Operators	50	16.2%
Medical Secretaries	36	11.7%
Administrative Officers	25	8.1%
General Office Clerks	24	7.8%
Various* (each at this level of participation)	21	6.8%

* Administrative Clerks; Retail Salespersons and Sales Clerks

Key Research Findings

Office Administration – Health

Summary of Graduate Outcomes by Program

	Full-time Employed, Program Related		Full-time Employed, Program Unrelated		Part-time Employed, Program Related		Part-time Employed, Program Unrelated		Unemployed		Not in Labour Force	
	#	%	#	%	#	%	#	%	#	%	#	%
Dental Office Administration	15	26.3	12	21.1	2	3.5	2	3.5	11	19.3	15	26.3
Health Office Administration	15	57.7	3	11.5	3	11.5	2	7.7	3	11.5	–	–
Health Records Administration	13	31.7	7	17.1	5	12.2	1	2.4	11	26.8	4	9.8
Health Records Technician – Advanced	3	50.0	–	–	–	–	1	16.7	2	33.3	–	–
Office Administration – Medical	121	34.6	41	11.7	45	12.9	32	9.1	74	21.1	37	10.6
All Programs in Cluster*	167	34.8	63	13.1	55	11.5	38	7.9	101	21.0	56	11.7

* Does not include 1 program with fewer than 5 graduates in the labour force.

Earnings of Full-time Employed Participants

Program	Average – Females	Average – Males	Median – Females	Median – Males	Average for Program	Median for Program
Dental Office Administration	\$28,275	–	\$27,375	–	\$28,275	\$27,375
Health Office Administration	\$33,141	–	\$33,632	–	\$33,141	\$33,632
Health Records Administration	\$33,258	–	\$33,014	–	\$34,575	\$35,457
Health Records Technician – Advanced	–	–	–	–	–	–
Office Administration – Medical	\$29,480	–	\$29,200	–	\$29,535	\$29,200
All Programs in Cluster*	\$29,981	\$37,018	\$29,200	\$43,917	\$30,159	\$29,200

* Does not include 1 program with fewer than 5 graduates in the labour force.

Key Research Findings

Working in Canada⁶

Records Management and Filing Clerk (NOC – 1413)

- Ontario Rating: **Not Available**

Wage Range by Region:

Location	Wage (\$/hr)		
	Low	Median	High
Ontario	10.25	19.23	27.00
Hamilton--Niagara Peninsula Region	10.50	19.23	25.00
Kingston - Pembroke Region	10.25	19.23	27.00
Kitchener--Waterloo--Barrie Region	10.25	19.23	27.00
London Region	10.25	19.23	27.00
Muskoka-Kawartha Region	N/A	N/A	N/A
Northeast Region	10.25	19.23	27.00
Northwest Region	10.25	19.23	27.00
Ottawa Region	13.50	21.03	28.21
Stratford--Bruce Peninsula Region	10.25	19.23	27.00
Toronto Region	10.25	17.95	31.87
Windsor-Sarnia Region	10.25	19.23	27.00

⁶"Records Management and Filing Clerks (NOC 1413)." *Working in Canada*. N.p., n.d. Web. 31 July 2012.

<<http://www.workingincanada.gc.ca/report-eng.do?lang=eng&noc=1413&area=8792&titleKeyword=health+records+technician@ionKeyword=Peterborough,+Ontario&source=0&action=final>>

Key Research Findings

Competitive Analysis⁷

• **STRONG**

The following information consists of OCAS yearly fall application and registration data as well as a conversion ratio for each program under this category:

Diploma

- Fleming's conversion ratio in 2011 (**4:1**) was above that of the system's (**6:1**), and has been above the system's throughout the past five years
- George Brown had the lowest conversion ratio in 2011 of **7:1**

Graduate Certificate

- Conestoga's conversion ratio in 2011 was average with **7:1**

Diploma

Program: 51643 - HEALTH RECORDS ADMINISTRATION

	App. 2007	Reg. 2007	Conversion Ratio	App. 2008	Reg. 2008	Conversion Ratio	App. 2009	Reg. 2009	Conversion Ratio	App. 2010	Reg. 2010	Conversion Ratio	App. 2011	Reg. 2011	Conversion Ratio
CAMBRIAN	90	21	4:1	106	19	6:1	53	7	8:1	23			0		
FLEMING	102	33	3:1	86	24	4:1	92	30	3:1	89	28	3:1	86	21	4:1
GEORGE BROWN	244	43	6:1	233	49	5:1	288	66	4:1	286	62	5:1	348	48	7:1
ST. LAWRENCE	90	19	5:1	14			101	36	3:1	94	33	3:1	119	31	4:1
Total	526	116	5:1	439	92	5:1	534	139	4:1	492	123	4:1	553	100	6:1

Graduate Certificate

Program: 71643 - HEALTH RECORDS TECHNICIAN - ADVANCED

	App. 2007	Reg. 2007	Conversion Ratio	App. 2008	Reg. 2008	Conversion Ratio	App. 2009	Reg. 2009	Conversion Ratio	App. 2010	Reg. 2010	Conversion Ratio	App. 2011	Reg. 2011	Conversion Ratio
CONESTOGA	0			17	9	2:1	49	10	5:1	63	4	16:1	52	8	7:1
Total	0			17	9	2:1	49	10	5:1	63	4	16:1	52	8	7:1

⁷ Application data obtained from OCAS College Count Cube October 19, 2011 Registration data obtained from the Program Counts by Applicant Type Report (RPT0050P) in the OCAS Reporting and Analytics Cube December 7, 2011. Some programs/colleges may not be included because they were missing MCU codes in the OCAS dataset Prepared by Fleming Data Research (07-2012)

Key Research Findings

Financial Analysis

NO CONTRIBUTION

Source: Program Costing Analysis 2010/2011

- Contribution to Overhead: -14.5%
- Program Weight: 1.10
- Funding Unit: 1.90

Key Performance Indicators

• **MODERATE**

Source: Key Performance Indicator Summary 5 Year Historical Overview KPI Data from Reporting Years 2008-2012

KPI1-Graduation Rate	-5% below system
KPI2-Working	+1% above system
KPI3-Working Related	-2% below system
KPI4-Grad. Satisfaction	+10% above system
KPI8-Student Satisfaction-Learning	+3% above system
KPI9-Student Satisfaction- Teachers	+1% above system
KPI11-Grad. Satisfaction-Program	+10% above system

Resource Analysis

Equipment

Staffing

Space

Key Research Findings

Appendix

The following is the original environmental scan conducted by the Library Researchers to form the basis of the previous summary of Key Research Findings Report.

NOTES:

- *As this is a relatively new occupation, this NOC group was created during the 2011 NOC revision.*
- *Labour market data is not available within the WorkingInCanada.gc.ca website as it uses the NOC 2006 classification system.*

The closest NOC groups are:

1413: [Records Management and Filing Clerks](#)

- health records technician, medical records clerk

1211: [Supervisors, General Office and Administrative Support Clerks](#)

- medical records supervisor, medical records technicians supervisor, medical records unit supervisor

0114: [Other Administrative Services Managers](#)

- medical records department manager, medical records manager

Overview of the Profession:

NOC: 1252 – Health Information Management Occupations

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/ProfileKeyword.aspx?val=1&val1=1252&val11=health+information&val12=0&val13=0&val14=&val15=0&val16=0>

Health information management technicians and related workers perform some or all of the following duties:

- Classify and code diseases according to an established classification system
- Collect, code, cross-reference and store health records and related information
- Abstract, assemble and analyze clinical data and related demographic information from health records according to established policies and procedures
- Operate information systems to maintain indexes for classification systems and to manage and retrieve health records information
- Prepare medical, social and administrative statistics
- May supervise other health information management technicians and related workers.

Common Job Titles

- classifier, health records
- health information management coder
- health information management practitioner
- health information management professional
- health information management supervisor
- health information management technician
- health records classifier

Key Research Findings

- health records management coder
- health records management supervisor
- health records technician
- medical records supervisor
- medical records technician
- medical records technicians supervisor
- medical records unit supervisor
- supervisor, medical records technicians
- supervisor, medical records unit
- technician, medical records

Typical Employers

- hospitals
- clinics
- workplace health and safety boards
- health record consulting firms
- other health care establishments

Labour Market:

CHIMA: Canadian Health Information Management Association

Health Informatics and Health Information Management: Human Resources Report 2009 - 2014

https://www.echima.ca/media/documents/HHIM_report_E_web.pdf

- It is estimated that there are currently around 32,540 HI & HIM professionals working in the public sector and the private sector.
- Depending on the EHS investment scenario, overall employment of these professionals will increase over the next five years by 2,480 persons to 8,490 persons.
- In addition to this employment growth, there will be a need to replace approximately 3,840 persons who will retire from the labour force.
- *These estimates imply a five-year hiring requirement ranging from 19.4% of the estimated 2009 employment to 37.9%.*
- Survey data indicate that the vacancy rate currently exceeds 10% in six of the 27 occupational groups.
- By 2014 the number of HI & HIM professionals who will require broader skills will increase from 8,880 in 2009 to between 13,690 and 32,170. It is likely that these professional development requirements will exceed the resources that are currently available to professional associations.

Key Research Findings

Figure No. S-1

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Prism Economics and Analysis

	Estimated Employment 2009	Employment Forecast: 2014		
		Low Growth	Moderate Growth	High Growth
HI & HIM Employment				
Total: All HI & HIM Occupation Groups	32,540	35,020	37,200	41,030
Five Year Increase in Employment		2,480	4,660	8,490
Five Year Percentage Increase in Employment		7.6%	14.3%	26.1%
Five-Year Replacement Demand				
Replacement Rate		11.8%		
Replacement Requirement		3,840		
Five Year Hiring Requirement (Employment Growth + Replacement)				
Hiring Requirement		6,320	8,500	12,330
Hiring Requirement as percent of 2009 Employment		19.4%	26.1%	37.9%

Figure No. S-2

Current and Projected Employment of HI & HIM Professionals and Estimated Proportion that will require Broader Skills as a Result of the Adoption of EHR Technologies, 2009–2014
Prism Economics and Analysis

	2009	2014		
		Low Growth	Moderate Growth	High Growth
Total HI & HIM Employment	32,540	35,020	37,200	41,030
Skill Broadening Requirement	8,880	13,690	21,800	32,170
Skill Broadening as a Percent of HI & HIM Employment	27.3%	39.1%	58.6%	78.4%

US Bureau of Labour

<http://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm#tab-6>

Job Outlook

Employment of medical records and health information technicians is expected to increase by 21 percent from 2010 to 2020, faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will also mean more claims for reimbursement from private and public insurance. Additional records, coupled with widespread use of electronic health records by all types of healthcare providers, should lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

Cancer registrars are expected to continue to be in high demand. As the population ages, there will likely be more types of special purpose registries because many more types of illnesses are detected and treated later in life.

Job Prospects

Key Research Findings

Prospects will be best for those with a certification in health information. As EHR systems continue to become more common, technicians with computer skills will be needed to use them.

Industry Standards:

Upon graduation from a CHIMA-recognized HIM program, graduates may challenge the national certification examination to be awarded the certificant level designation of CHIM. There is one level of certification examination in Canada. The examination measures the entry-level competencies of HIM professionals.

All successful candidates receive a certificate of registration in the Canadian College of Health Information Management and are eligible to use the CHIM credential.

<https://www.echima.ca/national-certification-exam>

Professional Associations:

[CHIMA: Canadian Health Information Management Association](#)

[COACH: Canada's Health Informatics Association](#)

- [Career FACT SHEET](#) Overview of the various career levels within Health Information

[ITAC – Health: Information: Information Technology Association of Canada – Health Sector](#)

[CIHI: Canadian Institution for Health Management](#)

Employment Requirements

- Health information management technicians and related workers require completion of a recognized two year college diploma program in health record technology or health information management.
- Health information management technicians and related workers are eligible to write the Canadian Health Information Management Association national certification examination which may be required by employers.

Educational Competitors

Individual Community College/Institute Information

(Click on Program Title to view college program page)

2 Ontario Colleges currently offer this Diploma Program (excluding Fleming)

George Brown

[Health Information Management](#) Diploma, 4 semesters

- focuses on providing the skills and knowledge needed by health information practitioners
- prepares the graduate to participate in the collection and organization of health information

St. Lawrence

[Health Information Management](#) Diploma, 45 weeks

- up to 252 hours of practicum experience through the year

APS #	MTCU Code	Approved Program Name	Program Weight	Funding Unit	Degree Factor	Institution
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Key Research Findings

1135	51643	Health Information Management	1.10	1.90	2.00	George Brown
1178	51643	Health Information Management	1.10	1.90	2.00	St. Lawrence
1207	51643	Health Information Management	1.10	1.90	2.00	Fleming

Employment Postings:

Source: [COACH](#)

Posting ID: 1abc1d01-a6b9-41d5-87c9-874cbeb61140

Date Posted: Thursday, January 19, 2012

Organization: [Ontario Shores Centre for Mental Health Services](#)

Position Title: Clinical Informatics Analyst, Clinical Informatics

Clinical Informatics Analyst, Clinical Informatics

Temporary full-time position until March 30, 2013

WHO WE ARE:

Ontario Shores Centre for Mental Health Sciences (Ontario Shores) is a public hospital that provides inpatient, outpatient and consultation services for people with complex mental illness. Our patients benefit from a recovery-oriented environment of care built on compassion, inspiration and hope. We engage in research, education and advocacy initiatives to advance the mental health care system and are proud to work with partners across the continuum of care. If you thrive on innovation and positive change, and share our vision of Recovering Best Health, Nurturing Hope and Inspiring Discovery, Ontario Shores is the place for you.

POSITION DESCRIPTION:

As a member of the Professional Practice team, the Clinical Informatics Analyst collects, assesses and analyzes user requirements, departmental and/or hospital work flow, and supports process design by using a variety of methodical processes and tools, to ensure systems meet the needs of the clinicians and staff.

The Clinical Informatics Analyst facilitates the design, build and maintenance of clinical content within the various organizational Electronic Health Record (EHR) applications. In this role the Clinical Informatics Analyst acts as the translator for the needs of the patient/clinicians/organization in the utilization of the EHR. The Clinical Informatics Analyst is integral in the testing, monitoring and auditing of system functionality and human interface usage, as well as researching/designing/building screens and links that enable clinical decision support integration into clinical workflow at the point of care.

With your clinical/health care background, you will assist in implementing clinical error prevention strategies and actively participate in the development, prioritization and determination of clinical decision support systems. Throughout the project lifecycle, you will identify the need for and prioritize reports required for patient safety, outcomes and workflow efficiencies.

Key Research Findings

You will work collaboratively with other team members to identify new policies and procedures required to support the Clinical Informatics initiatives.

QUALIFICATIONS REQUIRED & PREFERRED:

1. Registered member of a regulated health professional college required.
2. Minimum of three years clinical experience in a mental health practice environment.
3. Excellent communication skills.
4. Experience in workflow and process redesign an asset.
5. Strong project management and change management skills.
6. Demonstrates success teaching and supporting clinicians in the use of electronic clinical applications.
7. Proven good attendance record with capabilities of maintaining this same standard.
8. Able to function well within a team setting and independently.
9. Well developed analytical, problem-solving and organizational skills.
10. Computer literate, including solid working knowledge of Microsoft Outlook, Word, Excel, Access, Project, PowerPoint, and Meditech.

Title: Clinical Informatics Analyst
 Competition #: 3-12
 Posting Date: January 12, 2012
 Closing Date: January 20, 2012

Please forward your resume to
 Ontario Shores Centre for Mental Health Services
 Human Resources Department - Competition # 3-12
 700 Gordon Street, Whitby, On L1N 5S9
 fax 905-430-4036; email hr@ontarioshores.ca

Personal information you provide to Ontario Shores Centre for Mental Health Sciences (Ontario Shores) is collected pursuant to the Public Hospitals Act R.S.O 1990, c. P.40. It will be used for the purpose of determining eligibility for employment. At all times it will be treated in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection of your personal information, please refer to the Privacy & Access pages on the Ontario Shores website or contact the Leader, Privacy & Access at 700 Gordon St. Whitby, ON L1N 5S9; 905-430-4055 ext. 6712.

Source: http://www.saskjobs.ca/jsp/joborder/detail.jsp?job_order_id=417264

Health Records Clerk

Job Order #: 5206955
 Employer Name: Sun Country Health Region
 Wage/Salary Info: \$17.27-\$18.49/hour
 Posted Date: 08-May-2012
 Location: ESTEVAN
 # of Positions: 1
 Employment Terms: Temporary:F-T
 Length of Employment: Posting #12-171

Key Research Findings

Education: Technical/Applied Science Certificate

Experience: No Experience

How to Apply?: Fax, email, mail or phone

Description

Job Location: St. Joseph's Hospital

Hours of Work: 112 hours per 3 week rotation.

Start Date: as soon as possible

Closing Date: When filled

Qualifications:

- Office Education Certificate
- Basic medical terminology
- Basic computer skills .
- Communication, organizational and interpersonal skills.

Comments: Please include a copy of your resume, office education certificate and transcripts when applying for the above noted classification.

Re-posted: Open until filled.

Conditional Hire: If no qualified applicants with basic Medical Terminology; must be completed within 6 months of start date.

Applications must be received in Human Resources by 4:30 PM on closing date. Part-time hours of work may be reduced during the rotation stipulated when a statutory or designated holiday is recognized during that period. Relief hours of work; no guaranteed hours and must be available all shifts, short shifts, weekends, short notice calls, stats and holidays. Preference for this position will be given to Canadian Union of Public Employees members in accordance with the terms and conditions of the Saskatchewan Association of Health Organizations and Canadian Union of Public Employees Collective Agreement. Rotations are subject to change. Contact the facility for information on job description or shift schedules.

Only the interviewed and selected applicants will be contacted.