

## Temporary Analyst 1 (1.0 FTE) PCN Central Office - Medicine Hat, AB

1.0 FTE (approximately 38.75 hours per week)  
Starting Salary \$33.37/Hour

<b>Location</b>	Medicine Hat, AB – PCN Central Office
<b>Position</b>	<p>Based in our Central Office, the analyst provides measurement support at a primary care network and individual health home level. The analyst supports Practice Improvement Facilitators and other Central Office Team members to guide clinic teams through the various stages of a practice improvement process.</p> <p>This position encompasses a broad range of improvement/change leadership skills including knowledge transfer/translation, and facilitation and collaboration skills – to encourage uptake and sustainability of the improvement measurement process. The successful candidate builds strong relationships with all stakeholders such that the measurement and evaluation support from the PCN is seen as a credible and consistent source of feedback and information.</p> <p>The PCN offers a competitive salary, excellent hours of work, paid vacation, paid personal days, and a flex spending account.</p> <p><b>This is a temporary position.</b></p>
<b>Reports To</b>	Primary Care Network Patient’s Medical Home Optimization Manager
<b>Education</b>	A diploma or degree in science, technology, engineering, math or a related field is required.
<b>Experience</b>	Data analysis and electronic medical records systems are definite assets.
<b>Skills</b>	<p>The successful candidate will be able to work both independently and within a team environment, possess excellent verbal and organizational skills and be able to use adult learning principles to support others in data collection, measurement and evaluation. Knowledge of Microsoft Office.</p> <p>A valid Alberta driver’s license and a vehicle in good working order are also requirements for this position.</p>
<b>Application</b>	<p>Interested candidates are invited to send both a resume and cover letter to the attention of:</p> <p>Toni Bardal Finance and HR Clerk Palliser Primary Care Network Suite 104 – 140 Maple Ave SE, Medicine Hat, AB T1A 8C1 Tel: 403.580.3825 x 226 Fax: 403.580.3825 Email: <a href="mailto:careers@palliserpcn.ca">careers@palliserpcn.ca</a></p> <p><i>Only those applicants selected for an interview will be contacted. All others are thanked in advance for their interest.</i></p>

# Job Description

## (A) Position Identification:

**Title:** Primary Care Analyst 1  
**Supervisor:** Primary Care Network Patient's Medical Home Optimization Manager

## (B) Position Summary:

- Supports the measurement and evaluation needs of the Palliser Primary Care Network.
- Uses a broad range of improvement/change leadership skills including knowledge transfer/translation, and facilitation and collaboration skills – to encourage uptake and sustainability of the improvement measurement process.
- Builds strong relationships with all stakeholders such that the measurement and evaluation support from the PCN is seen as a credible and consistent source of feedback and information.
- Provides additional support to the PCN Central Office Team as required.

## (C) Key Duties & Responsibilities:

- 1. Primary Care Network Measurement and Evaluation** **40%**
  - Participates in the measurement of key access and clinical indicators based on best evidence.
  - Participates in the implementation of an evaluation strategy for the PCN.
  - Develops and refines methodologies to support the collection of key indicators.
  - Becomes expert at defining, collecting, utilizing, analyzing, and interpreting operational and clinical measures.
  - Works independently and collaboratively with PCN clinics and other organizations (e.g. AH, AHS, AMA, HQCA) to implement and support interpretation of quality measurements.
  - Creates summary documents and reports as requested by the PCN PMHO Manager.
  - Maintains an effective evaluation/measurement feedback process.
- 2. Office Practice Improvement Measurement** **35%**
  - Collects, summarizes and interprets clinical data to support practice improvement.
  - Develops summary reports for PCN clinics as required.
  - Extracts and merges data sets from multiple sources.
  - Assists in the refinement of processes to support the secure exchange of data.
- 3. Data and Technology Support** **20%**
  - Assists with information technology equipment needs gathering and maintenance (e.g. phone system, server, workstations) for PCN Administration Office.
  - Supports the technology needs of PCN by providing technical assistance to computer system users.
  - Ensures success of PCN education events (e.g. workshops, staff meetings) with information technology requirement gathering and event support as required.
- 4. Education** **5%**
  - Conducts orientation and continuing education of Primary Care Network staff in relation to Primary Care measurement and evaluation.
  - Acquires and maintains expertise in measurement and evaluation.

## (D) Complexity and Independent Judgment:

- Under limited supervision, works collaboratively with Primary Care Network employees, clinic staff and physicians.
- Must be confident with knowledge, skills and abilities.
- Required to prioritize time and workload.
- Requires leadership, problem solving and group presentation skills.

## (E) Accountability/Consequence of Error:

- Requires judgment/action which may impact the Primary Care Network.
- Accountable for services provided.
- Bases decisions on best practice and suitability for Primary Care Network.
- Strives for optimal personal health and well-being.
- Takes responsibility for own actions and decisions.

**(F) Supervision:**

**Supervised by:** Primary Care Network Patient's Medical Home Optimization Manager

**(G) Regular Work Contacts:**

- Communicates verbally or in written form with Primary Care Network employees, clinic staff, physicians and various external organizations (e.g. AHS, AMA, HQCA).

**(H) Working Conditions:**

- Independent with a high level of confidence and capable of effectively dealing with PCN employees, physician, and clinic staff.
- Physically capable of performing duties related to position.

**(I) Qualifications / Specifications:** Contains personal requirements or qualifications that jobholder should possess.

**Formal Education**

- Diploma or degree in science, technology, engineering, math or a related field required.

**Experience**

- Data Analysis experience preferred.
- Experience using electronic medical record systems preferred.

**Knowledge, Skills, Abilities**

- Knowledge and ability to apply adult learning principles to support others in data collection, measurement and evaluation.
- Demonstrated understanding of change management, project management and quality improvement concepts.
- Familiar with both PC and Mac operating system environments.
- Excellent computer and analysis skills, including knowledge of Microsoft Office Products (Outlook, Excel, Word and Access programs).
- Knowledge of Electronic Medical Records systems including Wolf, Med Access and Accuro.
- Demonstrates good organizational skills, ability to multi-task, self-motivated, and able to work in a fast-paced environment.
- Reliable and dependable.
- Excellent verbal, written and interpersonal communication skills.
- Ability to safeguard Primary Care Network information as private and confidential.
- Ability to follow and adhere to Palliser Primary Care Network, procedures, guidelines, goals, objectives.

**Other**

- Must have a recent (within the past three months) criminal record check/police information check (including vulnerable sector search) prior to the first day of hire.
- Valid driver's license and vehicle in good working order is a requirement as frequent travel to other clinics/communities will be necessary.

**(J) Probationary Period:**

- Six months.