



Every day, CIHI contributes to improving Canada's health system and the health of Canadians through the collection and analysis of information. At the heart of this work is our winning team of highly skilled, knowledgeable professionals who care about making a difference. CIHI makes it a priority to understand and celebrate the contribution of each and every one of our talented and dedicated staff members.

Project Lead, Primary Health Care Voluntary Reporting System Analytics – contract ending August, 2011

Location: Toronto
Range Minimum: \$71,300
Reports to: Manager, Primary Health Care Information (PHCi)

Job Summary

The Project Lead, Primary Health Care (PHC) Voluntary Reporting System Analytics works closely with the Manager, PHCi and the Clinical Project Lead to deliver a reliable, high quality, value added database that will serve the priority PHC information needs of multiple stakeholders across Canada. The Project Lead will contribute project management, methodological development and analysis, data verification and reporting and database development knowledge and skills to design and implement a voluntary PHC reporting database, initially in the form of a prototype, followed by a national rollout with evaluations at key intervals. The Project Lead is responsible for providing methodological and analytical input to the operational and project activities related to the planning, development and implementation of a pan-Canadian PHC Voluntary Reporting System. Additionally, the Lead will support the development of partnerships with internal and external key collaboratives, researchers and stakeholders across Canada. As part of this project, the Project Lead will be responsible for developing and maintaining data quality standards consistent with the CIHI Data Quality Framework and developing analytical outputs that include provider feedback reports and aggregate level analyses of PHC across Canada. The Project Lead will facilitate internal and external meetings related to this project, compile reports on discussions and findings that are disseminated to management and colleagues. It also requires liaising with internal and external stakeholders at various levels.

Duties and Responsibilities

1. Leads the analytical components of design, development, testing, implementation and uptake of the PHC Voluntary Reporting System Prototype and subsequent national launch, coordinates activities within and

beyond CIHI to ensure successful uptake and ongoing enhancement of the reporting system and core reporting data set in consultation with the Project Lead, VRS Operations. This includes creating, updating and maintaining project management documents as well as developing and refining methodologies and ensuring adherence to methodologies and timelines.

2. Develops and implements analytical work plans, effectively coordinating work with project team. Supports analytical production, verification and reporting to data providers and the public. Provides regular progress reports to internal and external stakeholders, as appropriate.
3. Provides leadership and guidance to staff. Supervises, coaches, coordinates and monitors work, workload and performance of staff to ensure that quality is maintained and that learning opportunities are provided. Conducts annual performance management reviews.
4. Develops and maintains knowledge of CIHI's data holdings, related data by other organizations, and tools used by CIHI to access these data holdings and related analyses. Develops comprehensive and integrative knowledge of programs and services across CIHI and other relevant programs across Canada.
5. Coordinates and participates in the provision of ongoing value-added reports to data providers, health system managers and policy makers and provides consultative support and responses to data requests for PHC information in accordance with CIHI policies.
6. Participates in the identification, planning and implementation of PHC reporting system standards, EMR content standards and partnership activities.
7. Supports the activities of the advisory groups and facilitates working groups for PHC Voluntary Reporting System projects.
8. In conjunction with Communication and Education Department staff and other team members, plans and coordinates PHC knowledge exchange and translation activities (including content of web-site information on the PHC Voluntary Reporting System project at CIHI, eLearning modules, etc.).
9. Contributes to the promotion of CIHI products and services through participation on external committees, presentations and/or attendance at conferences, preparation of articles for publication and other activities, as required.
10. Establishes and maintains relevant professional contacts at the regional, provincial, national and international levels. Synthesizes relevant current literature and applies information within project appropriately.
11. Liaises with government, industry, and academic individuals in support of standards projects and refinement of the PHC program.
12. Contributes to other CIHI projects as requested.

Knowledge and Experience

- Graduate degree or equivalent combination of experience/education in epidemiology, health services research, health sciences, health information or health administration.
- Five years experience in project management. PMP certification is an asset.
- Experience with database development, analysis, reporting and the use of SAS is required. Experience in the manipulation and analysis of large cross-sectional and longitudinal data sets to produce research, statistical and public-use reports.
- Experience interpreting and analyzing data, synthesizing and writing reports and coordinating administrative aspects of projects.
- Conceptual knowledge of the determinants of health, the measurement of health status, and the Canadian health system (especially PHC), as well as a sound knowledge of health information and its uses for policy development, planning, management and evaluation purposes.
- Strong written and verbal communication, interpersonal, conflict resolution, and facilitation skills.
- Strong organizational and time management skills with demonstrated attention to detail and ability to work independently or collaboratively within matrix-team setting.
- Experience in health information standards (electronic health/medical records) and/or community care or population health setting is an asset.
- Demonstrated experience with MS Project and MS Office expected.
- Fluency in both official languages is an asset.
- Ability to meet travel requirements.

Interested candidates should apply online at www.cihi.ca/careers.

We thank all those who apply, however, only candidates selected for an interview will be contacted

Deadline for applications: March 19, 2010