

VACANCY

**One (1) Temporary Full Time Applications Analyst (Option to Extend)**

**Information Systems**

**NBRHC – North Bay**

North Bay Regional Health Centre is presently seeking a highly motivated individual who will join our Information Systems team. The Information Systems Analyst will assume a generalist role and support Community Wide Scheduling (CWS) and patient registration modules. Reporting to the Manager of Clinical Informatics & Information Systems, this position will work closely with Patient Access/CWS area’s related to inpatient and outpatient populations and any related module functionality. He/She will work closely and provide any clinical and technical support within the Information Systemsdepartments. He/she will ensure operational excellence and quality, work proactively with minimal supervision. Further responsibilities of this position include but will not be limited to:

* Responsible for day to day end user support and providing proper assignment of access.
* Provides on-going support of current applications including troubleshooting errors, logging issues, and implementing system upgrades.
* Participate and assist in the design, development, testing, implementation, maintenance and evaluation of applications, tools, processes, and structures of the CWS and patient registration modules.
* Assesses end user needs and assists in developing proposals and solutions for those needs by engaging key stakeholders.
* Provide relief coverage to other Analysts in a number of assigned applications
* Communicate reporting changes, enhancements, and modifications to impacted end users.
* Other duties as assigned

**QUALIFICATIONS:**

The ideal candidate will be a highly analytical, organized, flexible individual who can work independently, has superior verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills, the ability to be versatile and adjust quickly in a fast-paced environment and availability to flex hours to meet tight timelines.

Qualifications include:

* Successful completion of a College/University Degree/Diploma, a minimum of three (3) years’ experience in a health care environment and/or equivalent combination of education and experience.
* Excellent analytical and technical skills with a high attention to detail, demonstrated strength in problem-solving and multi-tasking.
* Well-developed customer service skills and ability to be flexible and function in a dynamic environment subject to changes in schedules and priorities.
* Knowledge of the Meditech NPR and MAT module an asset.
* Familiarity with computer programming and interfaces.
* Training and/or experience in Ministry Information Standards (MIS) for healthcare.
* Experience with Meditech Expanse and/or tables and dictionaries an asset.
* Demonstrated proficiency with use of Microsoft Office suite applications specifically Excel
* Knowledge of and adherence to Hospital Standards of performance, and organizational policies and procedures.
* Demonstrated commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
* Must be able to support and contribute to a culture of safety and prevention of adverse health events in our organization
* Bilingualism (English/French) is an asset

***Please note****: NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy.  As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment.  To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.*

*The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.*

**Criminal Reference Check including the Vulnerable Sector Check:**

**recent within six (6) months is a requirement**

Interested candidates are asked to submit your resume and cover letter with a copy of this job posting with completed qualification checked off ✔ beside each qualification you hold.  
Please quote File **NU C-21-076, TFT Applications Analysts** to:

Email: [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca)

**Human Resources**

50 College Drive

P.O. Box 2500

North Bay, ON P1B 5A4

Fax: (705) 495-7977

Application will not be accepted after the closing date and time.

**Posting Date:**

**THURSDAY, DECEMBER 9, 2021 AT 1200 HOURS**

**Closing Date:**

**THURSDAY, JANUARY 6, 2021 AT 1200 HOURS**

*We are an equal opportunity employer. We thank all applicants for their interest.*

*An acknowledgement will be sent only to those candidates who will be interviewed.*

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the* recruitment process, please indicate this in your application.