



## VACANCY

Applications are invited from qualified individuals to fill the following position:

### **One (1) Permanent Full Time General Applications Analyst 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 General Applications Analyst will assume primary responsibility for analysing, interpreting and identifying trends within Meditech Expanse in addition to supporting scheduling and patient registration modules. Reporting to the Manager of Clinical Informatics & Information Systems, responsibilities of this position include but will not be limited to:

- Participate and assist in the design, development, testing, implementation, maintenance and evaluation of applications, tools, processes, and structures of the scheduling and patient registration modules.
- 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.
- Assesses end user needs and assists in developing proposals and solutions for those needs by engaging key stakeholders.
- Develop education plans, facilitate training and support of clinical users, and designs/maintains training tools and users manuals; understands and applies the principles of adult education while providing training to stakeholder.
- Proactively seek operational improvements within the EMR by performing audits, data and analysis of findings to identify areas for quality improvement and efficiency as it relates to the health information systems.
- Collaborate with local and Regional ONE Health Information Technology Services (HITS) partners.
- Participate on committees as assigned.
- Perform cross-functional and other duties, as assigned and/or requested.

### **QUALIFICATIONS FOR POSTING**

The ideal candidate will be highly analytical, organized, flexible individual who can work independently, has excellent verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues 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.
- Recent experience working in a hospital environment including expertise within diagnostic imaging department an asset.
- Excellent analytical and technical skills with a high attention to detail, demonstrated strength in problem solving and multi-tasking.
- Experience in informatics, Electronic Medical Records, IT, or modern hospital HIS
- Experience in workflow and process redesign an asset.
- Strong quality improvement and change management skills preferred.
- Demonstrated proficiency with use of Microsoft Office suite applications.
- Able to function well within a team setting and independently.
- Proven good attendance record with capabilities of maintain the same standard.
- Job location is on site.
- Bilingualism (English/French) is an asset.

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

**Interested candidates are asked to submit their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file **NU C-24-47**

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

***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.***

*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.*

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

## **THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## **THE COMMUNITY**

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)