

JOIN OUR TEAM!

ONE (1) PERMANENT FULL TIME COORDINATOR PRIVACY AND FREEDOM OF INFORMATION NBRHC – NORTH BAY

Reporting to the Manager of Risk and Privacy, the Privacy and FOI Coordinator will be responsible for implementing and maintaining NBRHC's privacy program. This position serves as the designated privacy contact person and is responsible for ensuring NBRHC complies with applicable privacy legislation, policies and standards.

Responsibilities include but are not limited to:

- Reducing privacy risks by implementing and maintaining a privacy program, which includes developing policies, and educating all staff, volunteers, and agents on their responsibilities under the Personal Health Information Protection Act (PHIPA) and the Freedom of Information and Protection of Privacy Act (FIPPA).
- Identifying privacy risks, conducting privacy audits, and addressing inquiries or complaints related to the hospital's information practices.
- Investigating privacy breaches that affect NBRHC patients/clients ensuring the breach is contained, notifications occur (patient/clients, regulatory colleges and the IPC, where applicable), and plans are in place to help prevent future similar breaches.
- Responding to investigations from the Office of the Information and Privacy Commissioner of Ontario (IPC).
- Responding to access and correction requests under PHIPA and FIPPA.
- Supporting privacy impact assessments of various projects involving Personal Information (PI) or Personal Health Information (PHI).
- Assisting in the review of agreements with vendors, agencies or providers to ensure relevant privacy provisions are included.
- Ensuring appropriate privacy breach reporting to the IPC occurs as per legislative requirements.
- Participate in the management of the hospital's records management program.

The ideal candidate for this position will possess the following qualifications:

- A bachelor's degree in a related field (i.e. health information management or law).
- Certified Information Privacy Professional for Canada (e.g. CIPP/C or CIAPP).
- Expertise in provincial privacy legislation including PHIPA and FIPPA
- Demonstrated experience auditing an Electronic Health Record. Previous Meditech experience is an asset, particularly Meditech Expanse.
- Experience in the implementation of privacy programs, and monitoring organization-wide.
- Experience dealing with applicable regulatory matters and investigations.
- 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.

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 quoting file [NU C-24-49](#)

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

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