The North Simcoe Muskoka Local Health Integration Network (LHIN) is one of 14 local organizations in Ontario that plan, coordinate and fund local health services and deliver high quality home and community care to patients and families. The North Simcoe Muskoka LHIN is committed to health improvement, innovation, and the establishment of collaborative partnerships to improve population health, patient experience and value for money across the health care system.

LHIN staff incorporate the best aspects of teamwork and continuous learning as they work with the local community to ensure the best health outcomes for everyone. If you have a passion for excellence and an entrepreneurial spirit, this is your opportunity to make a difference as part of a dynamic team transforming the Ontario healthcare system.

Advisor, eHealth

Reporting to the Director, eHealth, the Advisor eHealth supports the achievement of deliverables related to the digital health portfolio. This is achieved through collaborative work with North Simcoe Muskoka's Health Service Providers (HSPs), other LHINs; the Central Ontario eHealth cluster; the Ministry of Health and Long Term-Care; and provincial delivery partners such as Ontario Telemedicine Network (OTN), Ontario MD and eHealth Ontario, and vendors of digital health solutions.

KEY RESPONSIBILITIES

Planning and Initiation

- Engage technical and clinical subject matter experts to inform the design of local innovations.
- Develop innovative ideas and potential alternatives to leverage technology to achieve outcomes.
- Identify and prioritize project requirements, risks, key success criteria and performance metrics.
- Advise stakeholders on procedures for LHIN project initiation, funding requests or reallocations.
- Analyze project resource requirements, budgets, timelines and deliverables across projects to establish priorities.
- Review project proposals related to the implementation of new initiatives using standardized intake and evaluation processes.
- Compose documents such as briefing notes, business cases, charters and project plans which rationalize and engage stakeholders in proposed digital health projects.
- Plan communication, procurement, change and resource management strategies.
- Integrate local with provincial digital health planning through contribution to the development of the NSM LHIN Annual Business Plan, Central Ontario Enabling Technologies for Integration (ETI) Toolkit, and the three year NSM Integrated Health Services Plan.

Execution

- Analyze and manage risk according to project role.
- Conduct meaningful stakeholder engagement.
- Participate in project teams with clinical, technical, finance, and planning colleagues.
- Efficiently and effectively facilitate stakeholders through a process towards defined objectives.
- Manage planned projects among emerging issues making strategic realignments to baselines, timelines, deliverables, scope and communications as needed.
- Oversee projects managed by health service providers as a representative of the project sponsor.
- Increase digital health literacy and stakeholder capacity through education and engagement.

Monitoring and Evaluation

- Monitor and manage the progress of strategic projects, schedules, risks, issues, and communications and oversee accountability to the LHIN for deliverables which align with system/organizational/departmental objectives.
- Complete status reports for leadership, the central LHIN cluster, and the Ministry.
- Retain documentation on projects and initiatives as distributed by provincial delivery partners.
- Compile local and provincial data to create and update performance dashboards.
- Synthesize and translate complex data into meaningful information for decision making.

Closing

- Validate project completion and evaluate performance against objectives, intended scope, budget and schedule.
- Record and share best practices and lessons learned as part of the organizations knowledge assets.

Ongoing Portfolio Oversight

- Identify improvement opportunities through engagement, data analysis and process mapping.
- Monitor digital health developments by reviewing research evidence, staying apprised of best practices within other jurisdictions and viewing and evaluating vendor demonstrations.
- Monitor implemented projects once they are moved to operations as part of the portfolio.
- View product and proof of concept demonstrations and evaluate as future project inputs.
- Monitor digital health initiatives that could be adopted or modified for local implementation and spread. Maintain a level of subject matter expertise that can be leveraged as needed.
- Provide insight and subject matter expertise to colleagues on matters related to local, pan-LHIN or provincial digital health initiatives.

Quality and Risk Management

- Measures and evaluates outcomes and corrects direction as appropriate.
- Integrates sound risk management practices into business processes and day-to-day decisions.

- Reports risks with causes, impacts or mitigations beyond scope of responsibility to management.

Patient Safety

- Supports patient safety culture by ensuring work completed recognizes the safety of the patient(s).

Fiscal Responsibility

- Guides and mentors stakeholders to promote excellence and influence change.
- Ensures proposed projects are sustainable and costs are identified in advance.

Health & Safety

- Adhere to the duties of workers, as stipulated in Section 28 of the *Occupational Health and Safety Act,* applicable occupational health and safety policies, procedures and protocol.
- Must adhere to all NSM LHIN administrative and applicable occupational health and safety policies, procedures and protocols.

Your qualifications and experience will include:

Education

- Post-Secondary Degree in Information Technology/Information Management (IT/IM), Decision Support, Public Administration, Business, Health Administration or a related field.
- Project Management Professional (PMP) certification and/or Quality Improvement (Green/Black Belt) preferred

Experience/Knowledge

- Three (3) years' experience within the eHealth community in a project management role, business development, health system planning and architecture, stakeholder engagement/facilitator, client service or a similar role
- Knowledge of Information Technology/Information Management (IT/IM) systems often used in health care such as Electronic Medical Record (EMRs), Hospital Information Systems (HIS), and familiarity with vendors of digital health solutions.
- Healthcare system and/or LHIN knowledge as a planner, analyst, clinician, or administrator.
- Solid community engagement skills with strong existing relationships and credibility among stakeholders in North Simcoe Muskoka an asset.
- Knowledge of project management methodologies, processes, templates and electronic tools.
- Understanding of the privacy, data sharing, and security requirements under which digital health systems are designed and managed.
- Analytical skills and experience mining, manipulating, analyzing and interpreting data in Excel.
- Proficiency in French is an asset.

Competencies

- Demonstrated ability as a creative, innovative, diplomatic and strategic problem solver.
- Ability to prioritize work within tight timelines with managing both current projects as well as emerging issues and priorities.
- Strong writing and presentation skills with the ability to take complex concepts and translate them in a meaningful way for stakeholders and decision makers.
- Ability to positivity engage stakeholders to collaborate towards shared deliverables.
- Results-oriented style with a desire to be accountable for measure deliverables.
- Ability to develop short and long term strategies and the follow-through to operationalize these strategies to improve the system.
- Facilitation and project management skills with the ability to manage projects simultaneously.
- A passion for advancing healthcare within the context of a system-wide strategy and the broader challenges of changing healthcare policies.

To apply for this position, state "eHealth" in the subject line of your email and send with your résumé to nsm.careers@lhins.on.ca

The LHIN is governed by the requirements of the *French Language Services Act* and therefore encourages applications from French speaking candidates.

The LHIN is committed to accommodating people with disabilities as part of our hiring process. If you have any special requirements during the recruitment process, please advise Human Resources.

We thank all applicants who take the time to apply; however, only those invited for an interview will be contacted.

As part of the mandatory screen process the LHIN requires professional references, verification of academic training, professional accreditation, plus a current Criminal Records Check.