



The Barrie & Community Family Health Team (BCFHT) is one of the largest family health teams in Ontario. We are comprised of Physicians, Registered Nurses, Nurse Practitioners, Dietitians, Pharmacists, Diabetes and Respiratory Educators, Mental Health Counsellors, Social Worker, Occupational Therapist and an Administrative team. Our Team is focused on improving access to comprehensive, patient-centered, team-based primary health care, which supports self-management, emphasizes health promotion and disease prevention, and enhances the management of individuals with chronic diseases through programs that are well linked with other local and community services.

The BCFHT is currently searching for a:

Quality Improvement & Decision Support Analyst

Contract Position – 1 year

37.5 hours per week

Position Description

The **Quality Improvement & Decision Support Analyst** works within a team to provide support to both our internal BCFHT employees and our Family Practice Offices, as well as being a self-motivated and directed team member who leads the design, implementation and monitoring of an overall evaluation and quality improvement framework for the BCFHT. In collaboration with the program leads, the QI Analyst will assess and evaluate program outcomes, and identify opportunities for improvement through collection and summary of data, including recommended changes. This position is accountable to the QIDS manager for all quality and evaluation work.

Main Responsibilities & Objectives

- Working as part of the QIDS team in the development, implementation and monitoring of the BCFHT's annual Strategic and Quality Improvement Plans as directed by the QIDS Manager and Leadership Team.
- The development and improvement of queries within the BCFHT's EMR and EMR Sandbox environment to be used for performance monitoring, evaluation, reporting, and research.
- Researching, designing, development, and implementation of a wide variety of performance indicators for reporting to the QIDS manager, Leadership Team, Board of Directors, and external stakeholders.
- Develop and maintenance of templates and tools to track clinical and statistical information that are aligned with the BCFHT's reporting requirements to the Board of Directors and to the Ministry of Health Long-term Care (MOHLTC).
- Input, analyze and use data and statistical information to develop and provide reports, graphs, summaries and other evaluation documents, as needed.
- Working with the QIDS team, clinical managers and the Leadership Team to conduct research and analysis of current and proposed clinical programs for the purpose of quality improvement and program redesign.
- Attending weekly or bi-weekly provincial QIDSS calls and providing an overview of these calls the rest of the QIDS team.
- Remain up-to-date on best practices in quality improvement and performance management methodologies and on best practices in primary health care service delivery in an interdisciplinary environment through reading, attending meetings and conferences and contact with other FHTs and primary care providers
- Support other administrative team members by providing back-up coverage as needed
- Provide an orientation to new IHPs regarding how to complete required statistical reports

Education, Experience & Requirements

- Completed Bachelor's Degree
- Diploma or Certificate in research, evaluation, data management or similar program
- Exceptional working knowledge of computer applications including MS Word, Excel, Outlook, Access and evaluation programs

- Demonstrated ability to develop evaluation tools and templates that are aligned with best-practice quality improvement methodologies
- Ability to read and understand data and make appropriate recommendations for quality improvement
- Knowledge and experience in database design, management and SQL querying
- Knowledge of health care trends and challenges
- Knowledge and experience with electronic medical records system
- Demonstrated knowledge of personal health information privacy practices and legislation
- Exceptional time management and interpersonal skills, with the ability to work well in both a team and independently

Additional Job Requirements

- Must have the ability to travel within the community
- Must adhere to Occupational Health & Safety policies and procedures, as per applicable legislation.
- Must adhere to all BCFHT Policies and Procedures.
- Must adhere to the *Personal Health Information and Protection Act, 2004*, and related information.

HOW TO APPLY

Qualified applicants are asked to forward their cover letter and resume to careers@bcfht.ca. For more information on our team please visit our website at www.barriefht.ca. We thank all applicants for their interest in BCFHT, however, only those applicants considered for an interview will be contacted.

The Barrie and Community Family Health Team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal peoples and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

*The Barrie and Community Family Health Team is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act. If you require a specific accommodation during the application, interview or recruitment stage, please contact our HR Coordinator by phone at 705-721-0370 x 2119, by fax at 705-725-4708 or by email at careers@bcfht.ca noting **Accessibility Inquiry** in the subject line, in order for appropriate accommodations to be made.*