



**MATAWA HEALTH
CO-OP**

Privacy/EMR Administrator Job Description

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative. This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The Privacy/EMR Administrator shall work closely with the Director of Clinical & Nursing Services, and other community stakeholders. He/she will report to the Director of Clinical & Nursing Services.

SCOPE

The Matawa Health Co-op is the first Nation Health Co-op in Canada. Its purpose is to provide collaborative and accountable health service to member First Nations. As a co-operative, the members set the direction and it reflects the unique nature of each First Nation. The Co-op is flexible and how services are implemented must reflect the priorities, capacity and diversity of each First Nation.

The Privacy/EMR Administrator shall assist in the development/implementation of, and adherence to, the Co-op's privacy and to ensure operational procedures are in compliance with relevant privacy laws. The Privacy/EMR Administrator will assist the Director of Clinical & Nursing Services in the planning, development, implementation, and evaluation of the privacy/EMR management component of the Co-op.

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency and collaborative relationships with other staff.

RESPONSIBILITIES

1. Ability to communicate with all levels of the organization to assist the Director of Clinical & Nursing Services in the development of privacy policies and procedures that address the Co-op's collection, use, disclosure, security, retention and disposal of personal information;
2. Developing activities that foster information on privacy awareness within the Co-op
3. Providing in-service training on privacy and data management to the staff (may include our Matawa First Nations Health department staff) working directly with Health Records and our EMR
4. Establishing a network security plan to ensure alignment between security and privacy practices;

5. Working with legal counsel and the Director of Clinical & Nursing Services to ensure the Co-op's consent forms and privacy notices are compliant with the privacy laws;
6. Working with personnel who are involved in the disclosure of personal information to ensure the Co-op's policies and procedures comply with privacy laws;
7. Working with the Director of Clinical & Nursing Services, human resources, administration, and legal counsel to ensure there is a consistent application of sanctions for failure to comply with privacy policies for all employees; including volunteers, contractors, and other appropriate third parties;
8. Working with the Director of Clinical & Nursing Services to establish and administer a process for receiving, investigating, and taking action on all complainants concerning the Co-op's privacy policies and procedures;
9. Instituting privacy compliance assessments with the Director of Clinical & Nursing Services for any program using person information, and for the operations of contractors where there are privacy concerns;
10. Establishment of day-to-day functioning of the Co-op's Health Records and EMR;
11. Ensures the secure holding of client information in both physical and electronic format is created; working with the Co-op's IT and other authorized stakeholders to achieve the same;
12. Working with the Director of Clinical & Nursing Services, to develop policies and procedures, short-term and long-term planning, strategic planning, as it relates to the overall Health Records sector;
13. Establishment of on-site orientation to Health Records to all staff utilizing EMR and health records;
14. Working with IT, to ensure the availability of adequate and reliable statistical data as requested, initiating a format to extract monthly reports as required by the Co-op's funding organizations;
15. Performs other related duties as requested;

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

1. PACC Professional Certification, Health Information Management Certification or IAPP or similar associations preferred;
2. Minimum of 2 years of Privacy/EMR/Data Administration work related experience.
3. Broad knowledge of the services provided Matawa First Nations and member First Nations. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs.

4. Good knowledge of the programs, regulations, and procedures of Ministry of Health and Long-Term Care, and First Nations and Inuit Health Branch, including Non-Insured Health Benefits
5. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care
6. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
7. Must be able to travel to the Matawa First Nation Communities when required
8. A valid driver's license
9. Access to a vehicle and insurance to travel to highway accessible sites
10. Ability to speak Oji-Cree or Cree an asset

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- The ability to maintain patient confidentiality
- Demonstrated interpersonal and leadership/management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Demonstrates commitment to fostering a health and positive work environment
- Must be willing to travel as required
- Ability to maintain patient confidentiality

WORKING CONDITIONS

Physical Demands

The Privacy/EMR Administrator may have to travel to the communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Privacy/EMR Administrator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. Privacy/EMR Administrator may have to manage a number of projects at one time, and may be interrupted frequently. The Privacy/EMR Administrator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The Privacy/EMR Administrator will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.