



Clinical Education and Informatics Coordinator (Full-time) Posting 2018-01

The Almonte General Hospital/Fairview Manor/Lanark County Paramedic Services has been recognized for providing exemplary care to its local residents and the surrounding population for generations. With 450 dedicated and highly trained staff members and a growing number of physicians, we proudly offer the attention and personal care that only a small community hospital can provide. We are a 52-bed Hospital that offers an extensive range of services including a complete range of obstetrical care, 24-hour Emergency Department, Medical/Surgical Services, Complex Continuing Care and a growing Perioperative Program. Our team of Paramedics provide services for over 57,000 residents throughout Lanark County and our Long Term Care facility is currently the home to 112 residents. Our organization provides a continuum of excellent, efficient and integrated services with our focus being to improve the health and quality of life of those we serve.

We are currently seeking a **Clinical Education and Informatics Coordinator** to join our team.

Reporting directly to the Vice President of Patient/Resident Services & Chief Nursing Executive, the successful incumbent will be accountable and responsible for the administration of clinical and corporate education and will be the liaison/designated expert for all matters concerning clinical informatics including but not limited to:

Responsibilities:

- Supports the Corporate Orientation Program
- Coordinates and develops Education / In-Service Programs for staff, physicians and volunteers, as required.
- Develops and updates policies and procedures
- Acts as an educator resource person to staff, physicians and volunteers, as required.
- Identifies staff learning needs and coordinates education programs accordingly (e.g. training on new equipment, establishing procedures, etc.)
- Is a member of the Emergency Preparedness Committee and participates in updating procedures, assisting with coordination of mock disaster training exercises and educates staff in same
- Acts as a liaison/facilitator between GBIN project teams including CPOE, physician documentation, and electronic medication administration in support of clinical practice, system design, and implementation requirements locally at AGH.
- Acts as a resource for clinical staff and teams at AGH regarding future technological advancements to aid in the delivery of quality patient care.
- Ensures that clinical documentation system design follows evidence based best practice and will be supported through streamlined processes at AGH.
- Trains staff on system use and works across multiple departments to integrate the sharing of information
- Adheres to approved budget for the education program
- Participates as a member of the Leadership team and supports the goals, action plans and quality improvement initiatives
- Integral member of the Nursing Professional Practice Team.

Qualifications:

- Registered Nurse in good standing with the C.N.O.
- Baccalaureate Degree in Nursing (or in progress)
- Current CPR, CPI, ACLS certification (or willing to obtain within 6 months of hire)
- Minimum 2 years nursing experience in medical or surgical or critical care required, combined with five years health care experience.
- Understanding of both clinical and administrative functions and processes within a health care setting.
- Experience with clinical/informatics education and the principles of adult learning
- Previous experience using a Learning Management System (LMS)
- Sound knowledge of the principals of health care informatics (developed through commensurate level of experience or through formal education)
- Strong organizational and time management skills.
- Excellent communication and leadership skills.
- Good command of Windows, Microsoft Office (Outlook, Word, Excel)
- Previous experience in the application of the Cerner electronic health record is preferred
- General understanding of interfaces and the use in clinical settings
- Working knowledge and general understanding of workflow within a Healthcare setting.
- Previous experience with chart auditing would be considered an asset.

Qualified candidates are invited to submit their resumes by noon on March 16, 2018 to:

Cyndy Woods, Human Resources Integrated Business Partner

Email: careers@agh-fvm.com

We thank all candidates who apply; only those selected for an interview will be contacted.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.