

Job Title: Electronic Health Record System Implementation Project Manager – St. Josephs' Health Centre
Relevant Work Experience: Any
Job Category: Healthcare Support; Project Management
Industry: Healthcare
Company Url: <http://www.stjoe.on.ca>

Applications will be accepted until the position has been filled, at which time this posting will be removed.

IMPORTANT: Note if you are using the 2007 Version of Microsoft Office, please save your resume and cover letter in the format which allows it to be opened by earlier versions.

(.8 FTE) One year contract

Position Profile:

The System Implementation **Project Manager** (PM) is the person appointed to implement the electronic health record within the Family Medicine Centre/Urban Family Health Team. The PM reports to the Patient Care Manager (PCM), as well as provides project reporting to eHealth Project Office, SJHC. The PM will be required to meet SJHC e-Health Project Office standards and other deliverables as defined in the approved Project Charter.

In this role the PM will be expected to manage, facilitate and participate in the day-to-day project activities with guidance provided by the project's Steering Committee and EHR Design Team. Primary responsibility is to ensure that the project meets identified objectives within the constraints of time and cost as defined in the Project Charter. Involvement will be for the full lifecycle of the project from initiation to project closure, including evaluation.

Qualifications:

1. University degree in Computers Science, Business Administration, Health Informatics or Health or recognized equivalent experience required.
2. Demonstrated 3-5 years of project management experience, within a health care setting required (project planning, implementation, evaluation, risk assessment, benefits realization.
3. Previous supervisory experience in leading change management projects.
4. Clinical background an asset.
5. Experience leading vendor management and contract negotiations an asset.
6. Proficient use of computer, software, and peripheral equipment, i.e., Windows 2000, MS Office, MS Mail/Outlook, MS Project.
7. Extensive knowledge in business systems analysis and problem resolution.
8. Strong presentation, writing, and/or training skills.
9. Excellent team building skills, listening, coaching, group facilitation and conflict resolution skills.
10. Excellent attendance record.

When applying please include the Job Title in the subject line.

Apply by email to: HRjob@stjoe.on.ca

Website: www.stjoe.on.ca