



## **REGIONAL MANAGER-HEALTH INFORMATION**

### **PERMANENT**

#### **(2 Positions, Corner Brook and Stephenville)**

Western Health requires an experienced Health Information Management (HIM) professional to work with the Region's Information Management team on a permanent full-time basis. The successful candidate will be part of a team that manages the organization's various HIM functions including coding, medical transcription, registration, switchboard, and clinical records management.

#### **DUTIES:**

- Facilitating front-line change as Western Health builds and adopts Electronic Health Records.
- Developing and managing audit and quality assurance programs for clinical documentation and Health Information.
- Ensuring compliance with provincial, national, and international health information standards and coordination the adoption of new and emerging standards.
- Consolidating the various Records Management and registration processes that are in use in Western Health's many and varied programs and services.
- Developing and implementing a records management plan for the organization including a plan for digital scanning and archiving.
- Managing the day-to-day activities of Western Health's Health Information Management Department.

**QUALIFICATIONS REQUIRED:** The qualifications for this position would usually be acquired through completion of a degree or certificate in Health Informatics and/or Health Information Management. Eligibility for registration with the Canadian College of Health Records Administrators is considered an asset.

In addition to the specific qualifications outlined, candidates must have considerable, progressive management experience, proven superior leadership qualities, exceptional communication skills and be able to function effectively in a high pressure, diverse and changing environment. Candidates must be adept at working collaboratively in a team environment while also displaying independence, initiative and enterprise.

**SALARY SCALE: as per management plan**

**PLEASE SEND RÉSUMÉ, PROOF OF QUALIFICATIONS, AND THE NAMES OF THREE REFERENCES TO:**

Donna Foss, Recruitment Officer  
Human Resources Department  
Western Health  
P.O. Box 2005  
Corner Brook, NL A2H 6J7  
Fax: (709) 637-5456  
careers@westernhealth.nl.ca

**DEADLINE FOR APPLICATIONS IS 4:30 P.M. ON DECEMBER 7, 2009. PLEASE QUOTE ORDER NO. WH-09-853 WHEN APPLYING.**