

Out-of-Scope

Director of Health Information Services

Saskatoon Community Clinic (SCC) is seeking a **Permanent Full-Time Director of Health Information Services**. The Director is responsible for the efficient, effective provision of health information services (Health Records and electronic medical record (EMR) to Community Clinic clients and staff. The Director is responsible for planning, organizing, directing and controlling their department's physical, financial and human resources in accordance with CHSA's policies and procedures and the Community Clinic's mission, vision and values.

The Director ensures the efficient and effective operation and privacy of the Electronic Medical Record (MedAccess). The Director oversees SCC's access to and use of provincial digital health systems and applications, including Shared Client Index (SCI) Enterprise Viewer, Person Health Registry System (PHRS), and the Electronic Health Record (eHR) viewer, and manages related user access, permissions, and site approver responsibilities where applicable. A complete job description is available upon request.

QUALIFICATIONS:

- Health Information Management diploma
- Certification with Canadian College of Health Information Management (CCHIM)
- Registration with Canadian Health Information Management Association (CHIMA)
- Two years' experience as a Health Information Management Practitioner.
- Experience as a TELUS MedAccess Superuser would be considered an asset.
- Demonstrated progressively responsible leadership roles. Past supervision of staff is considered an asset.

SPECIFIC ACCOUNTABILITIES

- Ensure the effective financial management of the department including:
 - Developing budgets, implementing, monitoring and controlling expenditures;
- Facilitate the continuous improvement in service by providing leadership, guidance, and direction to staff;
- Provide reports and statistical information as required to the Board, Executive Director (ED), Leadership Team and the Medical Group, including:
 - Third Next Available (TNAA) reporting
 - Facilitating Volume Statistical Reporting
 - Completing ad hoc, routine and program-specific report queries in the EMR;
- Facilitate changes in primary providers and oversee communication to patients;
- Maintain knowledge of applicable legislation, regulations, policies, standards, and best practices related to health records management and the access, use, disclosure, and release of patient health information.
- Oversee the appropriate management of patient health information throughout its lifecycle, including creation, access, use, storage, retention, disclosure, archiving, disposition, and secure destruction.
- Advise the ED of the ongoing and developmental needs of their department and propose plans for the maintenance and enhanced development of the department's services and resources.
- Ensure competent and appropriate staffing. This includes job description development, hiring, training, and supervision of staff, including day to day management of Department related to scheduling, payroll, equipment, and maintenance/safety. A good working knowledge of the CUPE 974 collective agreement is essential.
- Manages user access and permissions and serves as site approver for provincial digital health systems and applications, including SCI, PHRS, and the eHR Viewer.
- Manages Saskatchewan Laboratory Results Repository (SLRR) communications and validations.
- Specific EMR requirements include:
 - Sets up accounts and controls security rights for all users of the EMR, determining the level of access required to perform their duties.
 - Provides onboarding and training to the EMR for new users
 - Oversees the development of auditing tools and processes including overseeing audits related to the EMR for SCC
 - Troubleshoots EMR-related issues and coordinates with Information Technology (IT), the EMR vendor, and eHealth Saskatchewan, as required.
 - Leads implementation of changes to EMR including vendor choice, impact analysis, implementation plans and staff training.
 - Ensures data tables are maintained in the EMR.
 - Maps forms and develops templates for clinic wide use.
 - Develops and maintains dashboards and widgets.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent leadership and communication skills.
- Knowledge of Primary Health and the Cooperative model.
- Knowledge of financial, facility and human resource management.
- Strong skills in form and document design.
- Demonstrated knowledge in team building, consultative decision-making, and problem-solving.
- Strong ability to quickly learn and adapt to new technologies, software applications, and digital health tools.
- Ability to acquire and maintain advanced TELUS MedAccess skills.
- A valid Criminal Record Check is required.

Salary: As per SAHO's OOS Compensation Plan (Currently April 1st, 2022)

Reports to: Executive Director

We are committed to employment equity and welcome applications from all qualified candidates. People of Indigenous ancestry, persons with disabilities, and/or visible minorities are invited to identify themselves as members of these designated groups when they apply by 12 p.m. on September 14, 2026 to:

Director of Human Resources
455 2nd Avenue North
Saskatoon, SK S7K 2C2
Email: hresources@communityclinic.ca