

CITY OF HAMILTON

HEALTHY AND SAFE COMMUNITIES (EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE DIVISION – BUSINESS OPERATIONS - LOCATION – 100 MAIN ST. W.)

REPORTABLE DISEASES DATA CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Data Management, the Reportable Diseases Data Clerk for Business Operations is responsible for monitoring and distributing incoming faxes through the Reportable Diseases confidential fax line utilizing the health unit's Electronic Medical Record (OSCAR). Responsible for entering reportable disease and investigation data into provincial ministry databases (iPHIS and CCM) and local databases (Hedgehog). Acts as a Problem Resolution Coordinator (PRC) for a provincial database (iPHIS).

GENERAL DUTIES

Monitors the Reportable Diseases fax line, disseminates documents throughout various programs. Creates client records and enters data into the health unit's electronic medical record system (OSCAR).

Monitors a local database (Hedgehog) for new rabies files and enters data into the database.

Creates client records in multiple databases by collecting data from lab reports and client records.

Enters reportable disease information into provincial ministry databases within provincially-mandated timelines.

Contacts labs, hospitals and medical offices to clarify/confirm results, as needed.

Sends electronic referrals and tasks to internal and external case investigation staff/health units within designated timelines.

Assesses, organizes and prioritizes workload on an ongoing basis.

Assists with the provision of information regarding infectious diseases to health care professionals, institutions and the community.

Takes phone enquiries, responds to those enquires or refers to appropriate contact as necessary.

Assumes responsibility for data entry into multiple databases.

Complies with provincial legislation in the Personal Health Information Protection Act (PHIPA).

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Demonstrated business office experience normally acquired through a combination of education and relevant work experience.
2. Experience working in a computerized environment. Working knowledge of Microsoft Office products e.g. Word, Excel, Outlook.

3. Previous experience working with databases. Demonstrated working knowledge of OSCAR, CCM, iPHIS and Hedgehog databases would be an asset.
4. Demonstrated ability to input data with speed and accuracy.
5. Must have a good knowledge of Business English and office procedures.
6. Problem solving and workload prioritization skills.
7. Previous experience working in a multi-disciplinary team is an asset.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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