

CITY OF HAMILTON**HEALTHY AND SAFE COMMUNITIES DEPARTMENT****(EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASES DIVISION – EPIDEMIOLOGY & EVALUATION SECTION – LOCATION – 100 MAIN ST. W.)****RECORDS & INFORMATION MANAGEMENT SPECIALIST****SUMMARY OF DUTIES**

Reporting directly to the Supervisor Data Management (PHS), is responsible for effective co-ordination and administration of the records and information management requirements of Public Health Services (PHS), Healthy and Safe Communities. The Records & Information Management Specialist is accountable to the Medical Officer of Health as the Health Information Custodian and is responsible for supporting activities within Public Health Services (PHS) related to compliance with the Personal Health Information Protection Act, 2004 (PHIPA) and the Municipal Freedom of Information and Protection of Privacy Act ASO 1990 (MFIPPA).

GENERAL DUTIES

Develops and maintains processes and architecture for PHS records, including electronic and hard copy files. Maintains and updates electronic file storage system.

Recommends and implements policies for administration of Records Retention By-law for Public Health Services.

Ensures compliance of PHS electronic information systems and applications with privacy legislation and corporate and PHS privacy policies and procedures, including Personal Information Protection and Electronic Document Act (PIPEDA, PHIPA, MFIPPA and other related legislation).

Liaises with the City Clerk's Division on any PHS issues relating to MFIPPA. Works collaboratively with the PHS Privacy Officer in the analysis and the preparation to PHS responses made under MFIPPA and related legislation.

Liaises with program managers and the City Clerk's Division on joint MFIPPA requests where applicable.

Co-ordinates inactive and active records requirements and makes appropriate recommendations on the maintenance of same. Delegates required responsibilities to staff as required.

Recommends contingency plan for the recovery of information and restoration of records.

Liaises with all PHS Divisions on records requirements and recommends appropriate policies. Assists with the development of PHIPA compliance processes and makes recommendations for their improvements, as required.

Develops appropriate programs for services and the maintenance of PHS information on the Internet and intranet.

Develops and maintains all policies and procedures related to records and information management within PHS.

Chairs the departmental Records and Information Management working group and is a member of the corporate Privacy, Security and Information Management Steering committee.

Co-ordinates PHSNet maintenance.

Configures and monitors recordkeeping systems. Recommends new technology/processes to enhance systems.

Provides input and direction for record conversion projects, record management technology and electronic records management systems in collaboration with the PHS Privacy Officer.

Works collaboratively with the PHS Privacy Officer in the analysis and preparation to PHS responses made under MFIPPA and related legislation.

Approves system users and training procedures for all implemented databases in PHS.

Answers inquiries as required by providing information to PHS staff regarding the Corporation's Records Management program and interpreting the Records Retention by-law and relevant provincial legislation.

Responsible for training and making effective recommendations to assist PHS management in the implementation of records management processes.

Ensures information, including personal and confidential information, is handled in accordance with legislation and corporate policies, procedures, standards and bylaws.

Liaises and negotiates responsibilities with Corporate Services including City Clerk's Office, Legal Services, Risk Management and Information Services

Assists with the creation of training materials specific to the PHS records management.

Researches, prepares and responds to correspondence and inquiries from external sources and internal customers at the departmental level.

Makes presentations on records management, confidentiality, access and information security to PHS staff and provides groups with one-on-one support and training (e.g. workshops).

Performs such other duties as may be assigned that are directly related to the normal functions of the job.

QUALIFICATIONS

1. Demonstrated previous experience in records and information management in the application of information privacy laws, access, release of information and information technology normally acquired through the completion of a University degree in Public/Business Administration or an equivalent combination of education and relevant work experience.
2. Records and Information Management Certificate preferred.
3. Previous Public Health experience is an asset.
4. Demonstrated knowledge of records retention practices and procedures with relevance to general statutes governing municipal operations in Ontario including but not limited to the Personal Health Information Protection Act, 2004 (PHIPPA), Freedom of Information and Protection of Privacy Act (FIPPA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Health Protection and Promotion Act (HPPA).
5. Knowledge of adult learning principles with previous experience designing and delivering training programmes.
6. Excellent interpersonal and communication skills and ability to deal diplomatically with elected officials, government departments, management, peers, staff and the general public.
7. Must be detail oriented and have developed analytical, organizational, time management and customer service skills to function effectively in a deadline sensitive environment.
8. Excellent knowledge of computer software applications with relevance to health information management programs and experience with electronic medical record systems.

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
