



VACANCY POSTING

Vacancy:	Hospital Information System Project & Change Manager
Description of Position:	Temporary Full time
Number of Vacancies:	1 Position
Term Length	16-month term (with possibility of extension)
Unit:	Clinical Services
Employee Group:	Non-Union Management

Reference Number:	#21-169 T-FT HIS PROJECT & CHANGE MANAGER
--------------------------	---

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centerpiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

The Winchester District Memorial Hospital (WDMH) is embarking on a clinical transformation journey to implement a new Hospital Information System (HIS). To support our transformation and change, we require a dynamic individual to lead the implementation and support change within our organization.

The *Hospital Information System Project and Change Manager* will be responsible for managing the successful implementation of Epic within our organization. This leader will report directly to the Vice President of Clinical Services and focus on the design, implementation of the change with a focus on the adoption sustainability of the system and change.

NATURE AND SCOPE OF WORK

Leadership:

- Promotes a climate that fosters and supports professional practice within the hospital
- Promotes WDMH's commitment statement of Compassionate Excellence
- In consultation with interprofessional teams, participates and lead teams and workgroups
- Anticipates future change and acts as a change agent to support organizational priorities
- Collaborate and communicates with leaders within the organization to promote and support change.

Project Management:

- Responsible for the planning, execution and evaluation of projects to attain organizational priorities
- Lead and collaborate with various leaders to coordinate efforts and deliver projects as planned
- Identifies and assists in the definition of projects to support the organizational goals
- Develops a project charter and project planning documents to support all stages of the project life cycle
- Provides evaluation of risk and potential options of deliverables
- Manages teams and project champions to support the implementation of initiatives
- Excellent communication, interpersonal and negotiation skills
- Ability to exercise judgement and make critical decisions under pressure.

Change Management:

- Support change management by implementing the Prosci ADKAR Model to create and facilitate change
- Focus on the *people* side of successful project implementation and execution
- Apply the Prosci Change Management methodology throughout the 3 phases of change and develop a change management strategy, master change management plan and a change management closeout strategy to sustain the change outcomes
- Collaborate with teams and employees to enable a focused transition from a current hybrid HIS to a fully implemented Epic HIS throughout the hospital.

QUALIFICATIONS

- Bachelor of Science in Administration/Management or related discipline
- Master of Business Administration with a focus on Organizational Behaviour preferred
- Certification as a Project Management Professional from the Project Management Institute
- Certification as a Prosci Change Management Practitioner
- Minimum of five (5) years of proven experience in hospital or healthcare environment
- Experience implementing Epic suite of products preferred
- Experience leading projects and quality improvement initiatives
- Exceptional communication skills, including active listening
- Strong consulting and internal customer service skills
- Excellent interpersonal and collaborative skills focus on problem-solving and root cause identification analysis
- Knowledge of various project management methodologies such as the Lean process improvement
- Proven facilitation and presentation experience
- Able to work collaboratively and independently
- Expert knowledge of Microsoft Office suite of products
- Obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

hresources@wdmh.on.ca

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process

We appreciate interest from all candidates, however only those selected for an interview will be contacted.