



## **Territorial Electronic Medical Record (EMR) Educator, Medical Records**

**Salary:** Range 16, \$103,818 to \$124,020 (\$53.24 to \$63.60/hour)

**Status:** Full-time, Indeterminate

**Competition #:** 029-23

**Closing Date:** Open until suitable candidate found

The Territorial Electronic Medical Record (EMR) Educator is responsible for developing and delivering training to Health and Social Services Authorities (HSSA), Department of Health and Social Services and other identified staff related to the use of the EMR in accordance with established procedures and standards. The position will also provide training and advice on privacy and security in conjunction with the use of the EMR and education on compliance to ATIPP and/or health privacy legislation as relevant.

### **Qualifications:**

- Knowledge and understanding of eHealth and Social Services Information Systems.
- Experience in development of training material and adult training techniques;
- Ability to develop a variety of training modules and support materials in plain language for a varied adult audience;
- Ability to creatively and effectively organize, supervise and assess results of training events/projects;
- Ability to remain current on outside training resources;
- Computer skills and knowledge, including word processing, spreadsheet, database applications;
- Sound knowledge of the skills and tools necessary to develop and deliver computer based training;
- Team skills and ability to work collaboratively in a virtual team environment;
- Team leadership experience and small group leadership abilities;
- Ability to work unsupervised and without direction in all duties, and in order to meet scheduled deadlines and manage priorities to address emergent and priority tasks;
- Ability to work cooperatively with local and remotely located teams;
- Ability to independently identify and solicit appropriate additional resource assistance, to adapt and improvise in order to resolve issues in a timely manner;
- Ability to use appropriate, clear, concise written, graphic, verbal and oral communication, including reports and presentations with a wide range of stakeholder and agency audiences, including explaining complex technical concepts to non-technical management and end-users;
- Ability to identify, establish and maintain professional relationships with key internal and external agencies and stakeholders;
- Ability to develop and make recommendations to management and committees;
- Ability to understand the basic learning requirements of adult learners, to develop training and educational materials appropriate for non-technical learners;
- Knowledge and awareness of the legal, ethical and professional responsibilities regarding health information privacy and data security;



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- Proven knowledge of eHealth systems and healthcare privacy legislation and requirements; and
- Ability to understand and use clinical terminology.
- Must be able to acquire within a reasonable time frame and remain current with the Non-Violent Crisis Intervention certification.

**Typically, the above qualifications would be attained by:**

This level of knowledge is typically acquired through the successful completion of a recognized Health Informatics or Education related degree with a minimum of 2 years previous experience in an adult education role. or equivalent combinations of education and experience.

The following experience would be an asset:

- Knowledge and understanding of an EMR Software system, including but not limited to, the following key components: User interface for clinical and administrative users, EMR workflow required for both clinical and administrative roles, templates and forms, training materials, privacy and security functions.
- Awareness of medical and coding terminology such as ICD-9, ICD-10, ICD-10CA, and CCI.
- Direct experience working at clinic, hospital, regional and ministry level for a Health and Social Services System.
- Knowledge of the geographic and demographic characteristics of the NWT to understand the potential challenges.

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In addition to an attractive salary, we offer a Northern Allowance of \$2.73 per hour up to \$5,332 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.



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For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at [www.hayriverhealth.ca](http://www.hayriverhealth.ca) under the 'Careers' section.

**How to apply:**

Applicants should send their resume via email to [hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca) or via Fax to (867) 874-8345