

## **Job Posting eHealth Projects Coordinator**

### **SUMMARY**

Under the supervision of the Clinical Services Coordinator, the eHealth Projects Coordinator takes the lead in expanding eHealth projects, and developing new projects to integrate eHealth applications into the routine delivery of health care in the district. As eHealth Projects Coordinator, s/he conducts regular visits to First Nation communities and assists with expansion of the program based on KO eHealth' yearly fiscal budget. S/he promotes projects through partnership development, visits communities to conduct needs assessments, and plans, launches and manages pilot projects. Along with partners, s/he evaluates pilot projects and recommends roll-out to the district. The eHealth Projects Coordinator provides assistance by helping management with needs assessments, funding proposals, policies and procedures, pilot projects, roll-out, data collection and report-writing.

### **RESPONSIBILITIES**

#### **1. Takes the lead in the development of eHealth Projects**

- a) Assumes the role of Teleophthalmology nurse and expert for First Nation communities in providing Teleophthalmology services.
  - i) Through needs assessment, expands the Teleophthalmology service in the district.
  - ii) Visits 5-6 communities each year for continuing support and retinal screening working in collaboration with the local community. Makes every effort to ensure that every community member with diabetes is screened every 1-2 years.
  - iii) Carries out retinal screening and community education on retinal screening.
  - iv) Maintains good records and writes year-end reports on the program.
- b) Assumes the role of Teledermatology Project Lead. Promotes the project to stakeholders in the district through communications and partnership development.
  - i) Visits communities to collect information and conduct needs assessment relevant to the development of Teledermatology.
  - ii) Selects two communities to host a Teledermatology pilot project. Plans, launches, and manages the pilot projects, tracking achievements and challenges. Evaluates pilot projects and produces recommendations for roll-out to other communities.

- iii) Expands the service each year based on recommendations for roll-out.
- iv) Maintains good records and writes year-end reports on the program.
- c) Works with KO eHealth management, communities, health professionals and funders to assist with the other eHealth projects.
  - i) Assists with needs assessments, funding proposals, policies and procedures, pilot projects, roll-out, data collection and report-writing.
- 2) Participates in training and updating activities to maintain and improve knowledge and skill level.**
  - a) Receives initial and ongoing training as needed and as available
    - i) Provides training as necessary to community staff
- 3) Demonstrates Commitment to KO eHealth Team**
  - a) Participates in regular KO eHealth staff meetings and on committees and working groups as required
  - b) Attends all First Nation Advisory meetings as scheduled
  - c) Works collaboratively with KO eHealth management and staff to ensure high quality eHealth service delivery
  - d) Undertakes special projects and research as assigned by the Clinical Services Coordinator

## **KNOWLEDGE, SKILLS AND ABILITIES**

- a) Diploma or Degree in Nursing with current Registration with College of Nurses of Ontario
- b) Knowledge and understanding of Aboriginal culture and values, and of the geographical and health care challenges of First Nations in the Sioux Lookout district
- c) Ability to speak Cree, Oji-Cree or Ojibway and experience working with First Nations communities an asset
- d) Familiarity with the health system and health care providers in the district. Travel to remote communities required
- e) Once trained, comfortable with retinal screening, uploading pictures and sending to receiving ophthalmologist
- f) Strong oral, written and interpersonal communications skills, including report and proposal writing

- g) Proficiency in computer programs such as M/S Word, Excel, PowerPoint, and the use of email; ability to learn communications technology and systems software quickly
- h) Ability to work independently with minimal supervision or as part of a team
- i) Ability to adapt effectively to changes in workload
- j) Strong organizational skills with excellent attention to detail and ability to work within a budget
- k) Demonstrated ability to treat confidential information in mature and professional manner
- l) Dedication to service excellence

Location: Balmertown, Ontario

Closing Date: Open Until Filled

Job Type: Permanent Full Time

Please send cover letter, resume and three references to: [kotmreception@kochiefs.ca](mailto:kotmreception@kochiefs.ca)