

SOUTH SHORE HEALTH

POSITION VACANCY – Comp #SSR 987-09RR, Closing date: February 15, 2010

FACILITY: **South Shore Regional Hospital** LOCATION: **Bridgewater, N.S.**
POSITION: **Access Manager – Patient Access Registry** PROGRAM: **Nursing - Clinical Services**
TYPE: **Temporary, Part-time (45%)** DURATION: **Approximately one year**
Internal applicants must submit a current resume with their application to be considered for the position.

POSITION SCOPE: Reporting to the VP, Clinical Services and in collaboration with the Manager, Perioperative Services, the Access Manager is responsible for managing the Patient Access Registry for the South Shore District Health Authority (SSDHA). The Access Manager interfaces with the public to provide information and support to assist them in managing their wait time for surgery and focuses on establishing and maintaining a coordinated approach to the management of patient concerns related to surgery. Working with the Department of Health Provincial Registry Manager, the surgical team and senior management within the SSDHA, the Access Manager applies understanding of current surgical issues, analyzes reports and information and ensures policies, programs and tools are developed, implemented and administered to assist with surgical access management. The Access Manager implements a process for transmitting information to the Patient Access Registry Nova Scotia, and ensures information meets the quality standards for accuracy, timeliness, reliability, security, receptivity to client’s needs.

As the Provincial Wait Times Project moves forward, other responsibilities in additional clinical areas may be included in the scope of this work.

Functioning as a member of the District Management Team, the Access Manager fosters productive and collaborative relationships with other management and staff and promotes and models an interdisciplinary team approach.

The Access Manager exhibits sound professional judgment and initiative while working within the Mission and Vision of the SSDHA, and incorporates into daily practice the Core Competencies and Values of the SSDHA: Excellence, Integrity, Respect, Accountability and Leadership.

QUALIFICATIONS:

- Bachelor Degree in a health-related field.
- Minimum five (5) years’ experience in a health field with extensive exposure to physicians and administrators.
- Knowledge of, or experience in, the perioperative environment.
- Experience working with health information technology.
- Experience developing policies and procedures.
- Knowledge and understanding of medical terminology and procedures; descriptive statistics and data quality.
- Knowledge of organizational behaviour, human resources and conflict resolution.
- Knowledge of quality improvement principles and processes.
- Knowledge of privacy legislation (security of information).
- Advanced computer skills – Microsoft Suite (Word, Excel, Powerpoint) – E-mail and Internet.
- Excellent interpersonal, communication (oral and written), leadership, team-development, critical thinking, presentation and decision-making skills.
- Physical and mental capabilities to perform the duties of the position such as working flexible hours; managing stressful and sensitive situations, meeting strict deadlines, and travelling within the District and to other areas as necessary.
- Regular attendance in current and previous employment.
- Valid Nova Scotia Driver’s License and access to a reliable vehicle.

Position to commence: **March, 2010.**

Submit current resume to: Human Resources Department
South Shore Regional Hospital
90 Glen Allan Drive
Bridgewater, N.S. B4V 3S6 Fax: (902) 543-4719
Email: humanresources@ssdha.nshealth.ca Website: www.ssdha.nshealth.ca

Announcement Date:	February 5, 2010
Closing Date:	February 15, 2010
PLEASE REFER TO COMPETITION #SSR 987-09RR	

Lisa Burton, Human Resources Coordinator

Applications must be received in Human Resources, SSRH site, no later than 4:30 p.m. on the due date. All newly hired employees will be required to submit a criminal record check and assume any associated costs, as a condition of employment with South Shore Health on the due date. We thank all applicants for their interest, however, only those selected for an interview will be contacted. This site has a smoke-free/scent-reduced environment policy.