



## **JOB DESCRIPTION**

Prostate Cancer Canada has an exciting opportunity to make a difference for patients and their families, for health care providers, for researchers and institutions and for government and policy makers through a unique blend of project management, communication and health outcome measurement skills. This one year contract in a fast-paced, high performance and growth environment is ideal for a committed and passionate health informatics or statistics specialist to further the cause of a patient-centric approach to health care.

**POSITION:** Clinical Informatics Specialist  
**DEPARTMENT:** Health Promotion and Survivorship  
**DURATION:** 1 year Contract, Full-time  
**LOCATION:** Preferably Downtown Toronto

### **SUMMARY OF JOB:**

The Clinical Informatics Specialist will work closely with key stakeholders (cancer registries, cancer agencies, hospitals, clinicians, researchers, etc.) across the country to develop an enhanced pan-Canadian prostate cancer registry to gain greater insight into men's outcomes and quality of life following diagnosis and/or treatment of prostate cancer. The incumbent will guide collaborative processes, building on existing initiatives at a provincial and territorial level that will ultimately be able to provide valid country-wide comparisons of critical outcomes for men living with prostate cancer in order to guide system improvement at all levels.

Reporting to the Director of Health Promotion and Survivorship, the Clinical Informatics Specialist will be responsible for the implementation and successful execution of all assigned health outcomes/informatics initiatives through established project management practices and manage relationships with key internal and external stakeholders and partners and function as a subject matter expert for prostate cancer data collection.

### **JOB RESPONSIBILITIES:**

#### **Partnerships & Stakeholder Relations**

- Establishes and strengthens collaborative relationships with both internal and external parties and fosters links in areas of mutual interest;
- Collaborates with key stakeholders and partners to establish common data sets and agreed upon approaches for data collection, reporting and shared practices and learnings;
- Liaise with the PCC Health Outcomes Advisory Committee ensuring members are kept up to date on developments and any issues that arise;
- Facilitates stakeholder meetings effectively to meet stated objectives, next steps and assigned responsibilities;

- Identify partnership opportunities and work with key stakeholders to enhance existing registries and develop new protocols as required;
- In conjunction with the Director, Health Promotion and Survivorship, actively promote, share learnings and facilitate collaboration with partners and stakeholders; and
- Represent PCC and promote its mandate and strategic initiatives through presentations, attendance at conferences and other activities.

### **Initiative Development & Project Management**

- Provide overall project management, risk management, coordination and support for initiatives as designated including the development of work plans that identify timelines, deliverables and resource requirements for assigned initiatives; create and execute project work plans and revise as appropriate to meet changing needs and requirements;
- Guide projects and project teams according to PM best practices including regular status meetings with project teams, regular and informative progress reports, and other progress and change communication as required;
- Provide program performance and outcomes, for PCC, cancer registries, and stakeholders as required, and provide recommendations for future planning;
- Manage all contractual obligations including monitoring internal and external partners' work progress for tracking against deadlines and budget; provide feedback or guidance regarding process or resourcing to ensure optimal execution;
- Act as the key contact and point of coordination on designated initiatives;
- Provide direction, guidance and support to regional, provincial, territorial and national data collection efforts;
- Provide strategic input and direction on projects through advanced content/subject matter expertise;
- Mentor participating organizations where required in the development and implementation of their responsibilities;
- Represent PCC at meetings, events and conferences; and
- Other related duties as required.

### **Leadership**

- Manages workflow and ensures all participating stakeholders have an understanding of issues, deadlines, etc.;
- Motivates participating registry personnel and key partners to work together and pro-actively participates in activities; and
- Remains on the forefront of emerging industry practices.

### **Budget Monitoring**

- Budget preparation and tracking of all health outcomes/informatics initiatives; and
- Manage contractual obligations for projects, ensure timely and accurate invoicing and payments, ensure compliance with budget and report variances to Director, Health Promotion and Survivorship.

**KEY RELATIONSHIPS:**

- Director, Health Promotion and Survivorship
- VP Research, Health Promotion and Survivorship
- Research, Health Promotion and Survivorship Department at PCC
- Marketing and Communications Department at PCC
- Finance Department at PCC
- Provincial, Territorial and National Cancer Registries
- Contractors, partner organizations and key stakeholders as required for all assigned survivorship initiatives

**SKILLS AND QUALIFICATIONS:**

- Master's Degree in Health Informatics, Information Management, Epidemiology, Biostatistics, or Health Sciences related field or recognized equivalent;
- Minimum 5 years progressive experience in health informatics project management, practices and evaluation in a highly collaborative environment; preferably within a cancer registry or health care system. Demonstrated experience in coordinating the collection and retrieval of health related data preferably including statistical compilation, interpretation, analysis and communication of health related information to appropriate sources is required;
- Experience in dealing with clinical cancer registries or multi-site clinical trials;
- Experienced project manager: project management professional certification or PM continuing education considered an asset; Ability to plan and coordinate complex activities, organize multiple tasks and prioritize work;
- Knowledge of public health data sources and survey tools particularly pertaining to clinical and patient reported outcome measure;
- Minimum 3-5 years progressive experience in managing stakeholder relations, preferably within the health care system; exceptional interpersonal skills, with a demonstrated collaborative approach to working with a diverse range of stakeholders
- Superior communication skills;
- Strong knowledge of evaluation methodology and tools;
- Experience in budget planning, forecasting and expenditures;
- Superior written and verbal communication skills and proficient in MS Office;
- Ability to travel; and
- Fluency in both official languages considered an asset.

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Please apply to [HR2@prostatecancer.ca](mailto:HR2@prostatecancer.ca) with "Clinical Informatics Specialist" in the subject line by March 6, 2015. Thank you for your interest; however, only those candidates moving forward in the process will be contacted.

NO AGENCIES, please.