Position Context

Reporting jointly to the RCN Senior Clinical Manager and Clinical Analyst, the incumbent will support the extraction, integration and analysis of data from different medical information systems and present the data in a visually appealing and clear manner. The incumbent will work with clinical quality performance indicator data, which is crucial to the initiation and monitoring of quality improvement projects at the MUHC, JGH and SMHC.

Major Duties and Responsibilities:

Match, link and aggregate clinical and medical data from multiple sources in order to compare, contrast and synthesize information. Ensure required data is captured in a reliable manner.

Create queries in MS Access or other databases to extract the data as per specifications.

Use critical thinking skills and reasoning to process data, synthesize information and identify patterns or irregularities in data.

Maintain records of analysis activities, ensuring accurate and detailed documentation concerning how data was extracted and analyzed.

Create and provide complex reports to communicate data summaries clearly and concisely in a variety of written formats, and verbally.

Interpret and present data using statistical techniques.

Ensure compliance with institutional privacy guidelines. Maintain security procedures to ensure the protection of confidential hospital and patient data.

Assist with identifying data trends.

Through the latest literature in the field, identifies “best practices” in collection and use of data, identifies rationale for indicator collection, benchmarks and targets.

Education/Experience: Three (3) years' related experience

Other Qualifying Skills and/or Abilities:

A Master’s degree in a related field is preferred (information systems management, life sciences, computer science, health related field, epidemiology, statistics). Experience in data manipulation or analytics is required. Experience with medical, public health, or other clinical data in a quality/performance improvement department or oncology setting is preferred. Experience using MS Access or other databases, Excel spreadsheets, including using pivot tables and charting data in a meaningful fashion. Must be able to generate visual and written reports. Strong aptitude for critical thinking, priority-setting, and problem-solving. Strong organizational skills. Proven experience conducting literature reviews and communicating complex information in a clear concise manner. Able to calculate basic statistical measures. Ability to work as a part of a team. Ability to effectively communicate findings and in writing. Attention to detail and high level of accuracy is vital. Excellent verbal and written communication skills (English and French)
How to Apply:

Please submit your application online at:

https://www.mcgill.ca/hr/data-administrator-mt0196-ist1e-gr3

Deadline to apply is Nov 4th, 2016

Applications must be received no later than 8 working days after posting date.

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.