



**North Eastman Health Association Inc.
Job Description**

Performance Measurement Coordinator

Position Summary

Under the direction of the Director, Quality and Organizational Development, the Performance Measurement Coordinator is responsible for the coordination of data related to the North Eastman Health Association's Performance Measurement Reporting System. Responsibilities include the compilation, organization and dissemination of statistical and qualitative data from all Programs and Services, as well as, a variety of other sources. The incumbent will assist in the preparation of summary data that supports and promotes evidence-based decision making and in addition responsible for the ongoing development and maintenance of the North Eastman Health Association's Regional Resource Library. The Performance Measurement Coordinator will assist in the planning and implementation of projects and initiatives, such as Accreditation, Risk Management, Community Health Assessment, Organizational Development activities, Communication and Public Relations.

Union: Non Union

Qualifications:

Education and Experience

- Post-secondary education and experience in a health care field
- Minimum three years experience in a health related field
- Knowledge and expertise in computer environments including the ability to develop and manage large databases
- Experience and knowledge of Continuous Quality Improvement and Risk Management processes
- Experience in a leadership capacity and the ability to work within a dynamic and broad based spectrum of programs and services
- Knowledge of descriptive and analytical statistics is required.

Knowledge Skills and Abilities

- Excellent presentation skills in engaging an audience while presenting complicated information.
- Communication skills in terms of listening to requests for information, clarification of requests, and responding to requests for information and assistance are required.
- Creativity, ability to problem solve, and sound judgment are required.
- Ability to manage time pressures and tight deadlines with experience in terms of completing projects and tasks within set time frames.
- Ability to work independently with minimal supervision.
- Excellent written and verbal communication skills.
- Ability to respect and promote confidentiality.

Position Duties and Responsibilities:

- Responsible for the coordination of data utilizing the NEHA Performance Measurement Reporting System. Organizes data including collection, collation and interpretation of data in a computerized environment within specified time frames.
- Establishes and maintains a filing system (electronic and hard copy) of all data and reports related to the Performance Measurement Reporting System.
- Enters statistical data into the Performance Measurement Reporting System, reviews for accuracy and completeness.
- With assistance, creates new databases as required.
- Compile, organize, disseminate data and provide reports in a computerized format for Senior and Regional Management, Program and Service Teams within specific timeframes and as requested. Upon request, supports and assists Programs and Service Teams to develop performance measurement formulas and prepare graphic presentations of Performance Indicator data.
- Summarizes qualitative data from a variety of sources for the purpose of formatting reports, tables and graphs.
- Assists in the coordination and implementation of Quality and Organizational Development initiatives including, but not limited to, Accreditation, Risk Management, Communication and Public Relations.
- Development and maintenance of the Regional Resource Library including cataloguing, categorizing, process and procedure for access, return and control of library resources within both physical and virtual environments.
- Assists the Long Term Care and Acute Care Educators to provide coordination and implementation of monthly Day One Regional Orientation of new employees.
- Participates as a member of the Regional Evidence Based Research Team.
- Performs other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date