POSITION: Panel Manager

FTE: 0.6 – Permanent
High River, Alberta

START DATE: As soon as a suitable candidate is found

Role Summary:
Under the direction of the Data Quality Lead and Calgary Rural Primary Care Network (CRPCN) physicians, the Panel Manager is responsible for building capacity for CRPCN member clinics to engage in panel identification, maintenance and management initiatives.

The Panel Manager’s role is to work with a multidisciplinary care team to positively impact the health of clinic patients, including those not actively seeking care, through evidence-based preventative health promotion strategies. To achieve this, the Panel Manager helps to design and implement strategies into existing clinic processes by working collaboratively with physicians, clinic staff, and CRPCN health professionals to help achieve both clinic and CRPCN goals and priorities, in alignment with the Business Plan and Evaluation Strategy.

The successful incumbent will be based in High River, serving one (1) CRPCN member physician clinic.

Key Responsibilities:
As a clinic team member, the Panel Manager will:
- Enable EMR optimization
- Leverage EMR for patient care
- Support CRPCN evaluation activities
- Improve screening processes and efficiencies in clinic
- Maximize utilization of the EMR and
- Enhance the day to day function of the clinic
- Collaborate with the CRPCN Patient Data Analyst and CRPCN Health Care Professionals

Educational Requirements:
- High school diploma required
- Formal post-secondary education, particularly in health information technology, an asset
- Clinical experience in a community and/or primary care network setting is an asset

Experience and Skills Required:
- Previous EMR experience considered an asset.
Core Competencies:
- Experience with health information technology and data entry
- Excellent computer skills
- Excellent interpersonal skills
- Excellent written and communication skills
- Ability to function as part of a team and to request and accept direction as required
- Ability to be accountable with minimal supervision
- Ability to problem solve

Working Conditions:
- Clinical office environment
- Valid driver’s license and access to a reliable vehicle

Reporting Structure:
Direct – Data Quality Lead; Indirect – Executive Director

About the Calgary Rural Primary Care Network (CRPCN):
The Calgary Rural PCN works together with communities, family doctors and other health team members to do whatever we can help you be as healthy as possible. We are working together to change the delivery of health care in our communities from reactive to preventative by providing services to patients that fit their needs through supports we have in our member clinics, such as nurses, dietitians and other health care professionals. We collaborate to provide the tools and education to empower patients to work on their everyday health needs.

Apply:
Please submit your resume and cover letter in confidence to careers@crpcn.ca.

Please note that only candidates who are selected for an interview will be contacted. We thank all other candidates for their interest.