Evaluator
Permanent Part–Time Position, 0.4FTE

The Evaluator will work within an interdisciplinary and coordinated care delivery team to positively impact the health of patients, by supporting clinical improvements that are evidence based and evaluated for efficacy, with an overall goal of fulfilling the reporting requirements under the Primary Care Network grant agreement. The Evaluator reports to the Quality Improvement Lead and collaborates with the Leadership Team and PCN staff to spearhead evaluation activities across the full spectrum of PCN operations.

Key Responsibilities:
• Work collaboratively with the Executive Director, program managers and other PCN staff to understand and improve the quality of PCN programs and services by:
  - Developing and assisting with the implementation of evaluation plans that contribute to the improvement of programs;
  - Developing, coordinating and interpreting surveys that could include, but are not limited to, staff, patients and physicians;
  - Collecting program data for all PCN programs; and
  - Supporting all PCN program areas, as requested, in developing evaluation measures and processes.
• Ensure the PCN is fulfilling reporting requirements under the PCN grant agreement.
• Ensure adherence to LBDPCN policies, HIA and PIAs in preparation of data sharing agreements, data transfer and record retention with respect to evaluation.
• Participate in zone evaluation activities.
• Work with EMR vendor(s) to optimize EMR use.
• Attend and facilitate Board Evaluation Committee and/or related meetings.
• Liaise with external evaluation/data collection services and organizations as deemed necessary to meet objectives.

Qualifications:
• Bachelors level education with a strong background in evaluation design, research methods and data analysis, i.e. social sciences, health sciences or other related fields.
• Good understanding of primary healthcare in Alberta.
• Proficiency in English, with strong verbal and written communication skills used in report writing and presentation of evaluation findings.
• Two years’ experience conducting research and/or program evaluation studies including data analysis.
• Proficiency with Microsoft Office Suite.
• Previous experience with EMRs, specifically PSS would be an asset.
• Previous experience working with clinical health professionals and/or physicians would be an asset.

Attributes and Competencies:
• Demonstrate attention to detail and accuracy, strong time management skills, and ability to multitask.
• Ability to develop rapport with multiple stakeholders.
• Ability to work proactively, effectively, and independently in a complex changing environment.

Physical Demands and Working Conditions:
• This position requires the incumbent to spend long periods of time sitting.
• Some driving will be required between communities for meetings, and/or educational opportunities.

Please forward a letter of interest and resume to:
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This posting will remain open until a suitable candidate is found.