



Privacy Specialist: Regular Full-Time Privacy and Freedom of Information South Street Hospital

The Privacy Specialist works as an integral member of the Privacy team. The Privacy Specialist develops, leads, implements and evaluates innovative approaches to complex issues relating to privacy issues for LHSC. Responsibilities include liaising with patients and families to address privacy-related concerns and requests, e.g. for correction of personal health information (PHI), restrictions to the use of their PHI, or audit requests. The Privacy Specialist also manages and leads small groups of individuals or projects, develops and implements privacy-related policies, develops and implements education materials for staff, affiliates, patients, families and members of the community, oversees and interprets audits of the electronic patient record; and liaises with Leaders regarding investigation and outcome. This role is a privacy expert/specialist and educator, supporting staff and management in issues related to privacy to ensure LHSC complies with Privacy legislation.

Rate of Pay: \$32.52/hour to \$40.649/hour

Hours of Work: 37.5 hours per week

QUALIFICATIONS:

- Successful completion of a four year Honours degree from a recognized University in a health related field
- Alternative Dispute Resolution Certificate preferred
- Certified Information Privacy Professional (CIPP) preferred
- Minimum three years recent, relevant experience
- Knowledge of Privacy and related legislation
- Experience with the Electronic Patient Record (EPR) preferred
- Knowledge of Hospital organization and the health care system
- Demonstrated leadership skills
- Demonstrated motivation and interest in assuming a challenging role
- Excellent organizational skills and ability to facilitate and manage multiple projects and changing demands
- Ability to manage highly confidential information
- Demonstrated evidence of ongoing commitment to continuous quality improvement
- Excellent mediation, conflict resolution and negotiation skills with the ability to negotiate diplomatically with individuals at all levels
- Excellent analytical skills
- Excellent verbal and written communication skills with the ability to communicate objectively and effectively with patients and staff at all levels
- Advanced ability to relate to people in a compassionate and humane manner
- Demonstrated respect for and belief in the value of the patient / family as essential members of the treatment team.
- Demonstrated ability to work effectively and remain composed in a high-pressure environment
- Demonstrated ability to use discretion, act maturely and be sensitive to individual needs
- Demonstrated ability to maintain impartiality, objectivity, and diplomacy
- Demonstrated ability to function independently and co-operatively in a multi disciplinary environment
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory vulnerable sector police check (original document) completed in the last 4 months.

In order to be considered for this position, please submit a detailed resume quoting posting #36589 to:

Melanie Anderson, Recruitment Advisor
Human Resources, 5th Floor PDC, University Hospital
Fax Number: 519-663-3889 Email: Melanie.Anderson@lhsc.on.ca