

New

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

HIA Policy Analyst

Requested Class

Program Services 3

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

HDI/DAIP/HIAPDG

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

HIA Policy Senior Manager

Supervisor's Current Class

Manager (Zone 1)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Under the general guidance and direction of the Senior Manager, HIA Policy, the HIA Policy Analyst is responsible for:

- Keeping abreast of health information policy issues across Canada and internationally.
- Defining policy issues and challenges, researching, analyzing, summarizing and documenting the policy options for decision by senior management.
- Providing policy interpretation and best practice guidelines both within the department and the external health system as appropriate.
- Providing HIA policy support to various internal and external committees and working groups as assigned.

This position exercises considerable interpersonal skills working with the public and other health related organizations and departmental, government and external health sector contacts at all levels, to support policy compliance with the HIA legislation.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Policy analysis related to the Health Information Act (HIA), from policy interpretation of the Act, to policy designed to provide amendments to the Act.
 - Analyzes IPC orders and investigative reports on access and privacy related matters. Develops required communication, briefings and policy options for review by the Senior Manager, HIA Policy.
 - Coordinates and conducts background research including obtaining custodian, health service provider and health system stakeholder input to identify and develop health information policies to support the development of Alberta Netcare.
 - Prepares correspondence, reports, recommendations and briefing material as needed and presents to management for information and/or decisions.
 - Identifies and evaluates complex and sensitive policy issues that impact the public, stakeholders and government departments.
 - Engages in review of Alberta health legislation and regulations to ensure consistency with HIA, providing advice and recommendations for modification as required.
 - Engages in review of provincial/federal legislation or regulations and provides advice/direction on how they impact on provincial initiatives or issues.
 - Participates in HIA reviews by identifying issues for consideration, engaging in stakeholder consultation, engaging in research and analysis and providing advice and direction.
2. Researches and analyzes policy issues with respect to the administration, implementation and operation of the HIA. Develops options, alternatives and recommendations with respect to policies, procedures and best practices.
 - As a primary contact for the HIA Help Desk, responds to telephone and email inquiries from the public, HIA custodians, affiliates and others about HIA interpretation and application within one business day.
 - Maintains HIA help desk database, manages administrative duties and creates required reports as required.
 - Provides HIA policy advice in relation to a broad range of health and other legislation, to ensure compliance with HIA.
 - Researches and analyzes, formulates written and oral responses to questions received from the department, other government departments, stakeholders and others in response to HIA inquiries, Alberta Connects, actions requests, etc.
 - Consults with colleagues and Senior Manager on inquires/responses as needed.
 - Maintains a general awareness of Alberta Netcare, OIPC Orders, PIPA, FOIP and PIPEDA as they relate to policy issues.
 - Supports the development of HIA training materials and other guidance materials as required.
3. Supports HIA mandatory breach reporting.
 - As a primary contact for breach intake/reporting, handles intake, investigation and resolution of breach notification reports from Alberta Health and the health sector.
 - Maintains database of breaches that have been reported to Alberta Health and develops monthly reports as required.
 - In consultation with colleagues, develops and maintains breach intake processes and procedures.
4. Supports and actively participates in working groups, as assigned by the Senior Manager, HIA Policy, including but not limited to the Health Information and Data Governance Committee, etc.
 - Supports maintenance of terms of reference, membership lists, and SharePoint sites as required.
 - Supports regular communication with the working groups and committees.
 - Prepares agendas, background documents, gives presentations and appropriately documents meeting outcomes as required.
 - Actively identifies and addresses/resolves policy issues related to working group and committee activities.
5. Support cross-ministry initiatives impacted by the HIA (i.e. Information Sharing Initiative, Open Government Open Data, etc.), as assigned by the Senior Manager, HIA Policy.
 - Identifies cross-government issues and develops options to address the issues including proposals for amending legislation or regulations, new policy documents, or training and information sessions.
 - Supports coordination on health policy issues in cross-government initiatives by participating in working groups on initiatives with significant policy implications (i.e. identity management).
 - Anticipates, identifies and tracks cross-ministry issues and completes analysis and prepares reports on policy and alternatives as required. Researches and develops policy responses and options, preparing Deputy Minister and

Minister correspondence as required.

Establishes and maintains an appropriate set of contacts across other ministries, provincial health ministries and health sector stakeholders.

Problem Solving

Typical problems solved:

The activity dimensions and responsibilities collectively contribute to advancing Alberta's HIA policy framework and legislation.

The policy scope of the work impacts the entire Alberta health system and in many cases influences the Canadian health system. Alberta is a leader in the implementation of provincially integrated health systems, such as Alberta Netcare (also known as the Electronic Health Record (EHR)) and as a result, the policy issues involved are usually unique in nature and limited precedence can be found in this and other jurisdictions. In addition, the government of Alberta has three pieces of provincial privacy legislation adding to the complexity of the policy issues at hand. Issues are often urgent and important and there is an immediate requirement for meeting time-lines. The majority of the policy work requires independent and focused effort in order to provide due diligence to HIA and related issues and for both AH and divisional mandates to be met.

The Policy Analyst:

- Performs research and consults with others to determine the implications for policy in relation to issues identified, changes to legislation and regulation, and proposes viable solution to potential conflicts.
 - Interprets legislation through policy development, documentation, presentation and advisory services for a very diverse client group including the public, custodians, health system stakeholders, etc.
 - Reporting to the Senior Manager, HIA Policy develops policy and practices through consultation with officials at all levels in the ministry, stakeholder groups, legal counsel and the Office of the Information and Privacy Commissioner.
- Prepares policy documents supporting Cabinet decision packages as required.

Types of guidance available for problem solving:

Internal resources include - established and approved guidelines on interpretation and application of the Act, internal team expertise and established body of knowledge.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Cross divisional directors and program managers to identify issues and options and obtain support for direction to be taken; team members and Privacy and Security colleagues to ensure coordination of issues and efforts; Executive Director of Information Management to seek direction and provide input and advice; and Legal and Legislative Services to obtain legal advice and direction for HIA policy decisions and direction.

External

Working groups and representatives from professional health organizations including the AMA, CPSA, RxA, ACP, AARN etc. to seek broad stakeholder input, to develop consensus approaches and to advise of decisions made and output documentation for HIA policy issues; Office of the Information and Privacy Commissioner to identify HIA related issues and options, to obtain support for direction taken and to seek advice and direction

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Related university degree, post-secondary certificate or diploma (or equivalencies);

- Certificate in Information Access and Protection of Privacy desirable;
- In-depth knowledge of the HIA, FOIP and PIPA legislation and health policy development at the legislative level highly desirable;
- Knowledge and/or experience with researching, analyzing, interpreting and developing policy options;
- Knowledge and/or experience with the health system desirable;
- Ability to define issues, quickly assimilate data and reorganize into relevant information, policy, briefs, reports etc.;
- Ability to work independently and collaboratively, cooperatively and productively with others to achieve desired results;
- Ability to effectively lead, facilitate, and coordinate work groups, utilizes various presentation mediums and techniques;
- Strong oral and written communication skills, including succinctly deriving and documenting meeting outcomes;
- Strong analytical, organizational and project management skills;
- Proficient with Microsoft products; and
- Adaptable and flexible.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of</p>	

		insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Advanced Education Research, Planning & Policy Analyst
 - Seniors & Housing Policy & Planning Consultant

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.