



eHealth Centre of Excellence
is currently seeking a full-time (Contract)
Privacy Analyst

Program Overview:

The eHealth Centre of Excellence (eCE) develops, implements and advances digital health tools and services to better serve patients and clinicians across Ontario. The eCE advocates for the continued and improved use of technology to enhance the connection and relationship clinicians and patients have with each other and with the Ontario and Regional healthcare system. This initiative is supported by the deployment of digital health technologies such as Electronic Health Records, eReferral, eConsult, Virtual Visits, Tablets, Robotic Process Automation (RPA), along with collaborative partnerships with regional and provincial agencies. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best care for patients. The eCE's founding vision is one of innovation and partnership, with a mission to create a collaborative space used to share knowledge, develop best practices and utilize technology to enrich clinical care.

Position Description:

The Privacy Analyst will play a key role in supporting digital health initiatives. The Privacy Analyst will support all activities related to the development, implementation, and maintenance of digital health privacy policies in accordance with federal and provincial laws. This role will actively participate at various privacy tables and will engage with internal and external stakeholders to conduct training, perform compliance monitoring activities and identify any concerns to the Privacy Lead, Program Manager and eCE executive.

Key Roles and Responsibilities:

- Assist with and review privacy and security assessments associated with digital health tools and technologies
- Track and report on privacy risks, remediation activities, and status of privacy program activities
- Establish and monitor privacy and security standards associated with the delivery of eHealth technologies
- Support compliance activities of participating health care providers in accordance with privacy and security standards and legislation
- Deliver training to users on the specific issues, requirements, policies and processes to ensure that the use of assets is in accordance with regional, provincial and federal privacy and security guidelines
- Support participating health care providers in the development/review of internal privacy processes, policies, and best practices as required

- Act as a single point of contact to field questions and investigate concerns regarding adherence to privacy, security and consent policies and standards
- Actively participate in related regional committees and workshop groups as assigned by the Privacy Lead or Program Manager
- Assist with the development and revision of privacy policies, procedures, and standards
- Track and report on privacy risks, remediation activities, and status of privacy program activities
- Monitor privacy trends in the internal and external environment and advise on impact to the organization information and privacy practices
- Provide regular reports to the Privacy Lead/Program Manager
- Other duties as assigned

Experience, Skills and Qualifications:

- Minimum three years of combined experience in a privacy-related role, preferably healthcare
- Post-secondary degree in Health Informatics, Information Studies, Information Sciences or equivalent
- Certified Information Privacy Professional/Canada (CIPP/C) or equivalent designation an asset
- Demonstrated understanding of provincial and federal laws and regulations concerning information privacy and security
- Demonstrated understanding of lifecycle data management (including collection, use, transmission, disclosure, retention of personal and confidential business information)
- Demonstrated understanding of shared solutions, regional/provincial solutions
- Familiarity with eHealth Ontario provincial assets and provincial digital initiatives
- Exposure and understanding of privacy requirements and best practice in various healthcare environments
- Demonstrated knowledge and experience in health care, in relationship to privacy requirements and best practice an asset
- Demonstrated experience with projects that span multiple organizations an asset
- Ability to communicate technical and legal information effectively and clearly to a wide variety of audiences
- Strong communication skills (written and oral)
- Strong presentation skills
- Demonstrated interpersonal and problem-solving skills
- Strong ability to pay attention to detail
- Ability to work as part to a team to accomplish common goals

If this position is of interest to you, please send your cover letter and resume to: Human Resources at hr@ehealthce.ca

Feel like you don't meet all the requirements? If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

The eHealth Centre of Excellence team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at hr@ehealthce.ca for assistance.

The eHealth Centre of Excellence team is committed to employment equity. We encourage applications from all qualified candidates including, 2SLGBTQ-identified persons, persons with disabilities, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities, and individuals who speak languages other than English.

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.