



## **Position: Panel Management Assistant**

**Type:** Full-time

**Location:** Edmonton West Primary Care Network

**Unit/Department:** Performance Measurement and Evaluation

**Date Posted:** January 27, 2012

**Closing Date:** Until a suitable candidate is found

**Position starts:** April 1, 2012

**Starting Salary/Benefits:** \$45,000 annually

**Summary:** The Panel Management Assistant provides ongoing support for the development and implementation of panel management support for the Edmonton West Primary Care Network, and makes use of accepted standards of practice and completes work with limited supervision. This individual is embedded into the Edmonton West Primary Care Network's clinic and administrative office settings. The Panel Management Assistant reports directly to the Panel Management Coordinator; coordinates with those undertaking or involved in performance measurement and evaluation; coordinates with the work of other Panel Management Assistants; and collaborates with other Edmonton West Primary Care Network stakeholders (such as clinic teams and allied health professionals). The Panel Management Assistant ensures that local panel management processes are designed and implemented in alignment with privacy and information handling requirements; supports the analysis of panel management information; reports results; and collaborates with the Panel Management Team. The Panel Management Assistant supports the development and implementation of a sound panel management system, and supports information management for panel management activities. The Panel Management Assistant may make recommendations based on panel information; build capacity to develop and undertake panel management; and obtain information from stakeholders.

**Qualifications, Attributes and Skills:** The minimum essential skills and knowledge required for the Panel Management Assistant include the following: undergraduate preferred; English language proficiency required; excellent interpersonal, verbal and written communication skills; ability to work independently and as part of a team; strong organizational skills (time management, multitasking, setting priorities and meeting deadlines); demonstrated commitment to accuracy and attention to details; ability to learn and employ new software effectively; intermediate experience using electronic medical records and/or charting systems is preferred; intermediate to advanced level computer skills in MS Office (Word, Excel, Access, PowerPoint, Outlook, Project); intermediate to advanced Internet searching skills; and intermediate to advanced literature searching skills.

The ideal candidate for this position would also have the following skills: effective problem solving skills; basic statistical abilities; basic data extraction and database management and skills; effective use of electronic medical records and or charting system to support panel management activities is preferred; ability to work effectively, independently, responsibly and enthusiastically in a complex, unstructured and dynamic environment that requires flexibility, creative problem solving, and balancing of competing priorities; strong oral and written communication skills coupled with appropriate computer skills; high levels of integrity, professional behaviour and respect for confidentiality; ability to respect others' views and opinions; must be able to work well with others; good judgement; ability to use initiative and prioritize workload; enthusiastic, can do attitude; and awareness of own strengths and areas for improvement, with evidence of own professional development.

**Applications:** Applications must include a cover letter and resume, highlighting skills and ability for the position. Only candidates selected for an interview will be contacted.

Please submit your application for this position to:

**Attention: Terry Fung**  
**Performance Measurement and Evaluation Leader**  
Edmonton West Primary Care Network  
Suite 301, 8708-155 Street NW  
Edmonton, Alberta T5R 1W2

Please direct questions about this position to Terry Fung at [Terry.Fung@edmontonwestpcn.com](mailto:Terry.Fung@edmontonwestpcn.com) or call 780-443-7476.

All new offers of employment are subject to a Criminal Records Check satisfactory to the employer.

**Thank you for applying with the Edmonton West Primary Care Network!**