


Privacy Advisor

Competition #: 2017-28

The partnership of EFW Radiology owns and operates thirteen community-based clinics providing Diagnostic Imaging, Maternal Fetal Medicine, and Pain Management services. Since its inception, EFW has been actively involved in teaching at graduate and post-graduate levels at the University of Calgary and SAIT. EFW physicians are also involved in a variety of research areas at the University of Calgary. EFW Radiology is a growing organization which performs more than 600,000 imaging studies, interventional procedures, second opinions and consultations annually.

EFW Radiology, Specialists in Diagnostic Imaging, is currently accepting applications for a **regular full time Privacy Advisor**. The Privacy Advisor acts as the primary point of contact for privacy matters within EFW Radiology, and is accountable for maintaining and coordinating compliance with the Health Information Act of Alberta as well as Alberta's Personal Information and Protection Act within EFW.

Responsibilities:

- Develops and reviews EFW privacy standards, guidelines and procedures to ensure EFW compliance on all matters relating to privacy;
 - Delivers education and communication within the organization to create a privacy culture within EFW;
 - Provides advisory services to modality and departments in order to ensure that EFW operational and support policies, procedures, and processes adhere to legislative requirements;
 - In collaboration with EFW's Information Manager, conducts and reviews privacy impact assessments;
 - Coordinates the breach response process and investigates alleged breaches, determining findings, and preparing reports and future action plans;
 - Reviews all third party contracts, including service agreements for equipment where health information is used by service providers to repair or troubleshoot medical equipment;
 - Working collaboratively with Medical Section Leads, as well as the CEO, who oversees operational requirements, reviews all research requests and ensures that all research undertaken within EFW is in compliance with the Health Information Act and that the appropriate research agreements are implemented prior to research commencing;
 - Oversees all formal requests for access to information, including all third party requests for disclosure of health and personal information ensuring that records are retrieved, reviewed, and that all consents are in place. Undertakes a review of the records ensuring to ensure that records are released in accordance with legislative requirements and that severing has occurred where required;
 - Reviews audit information following up on suspicious activity in EFW information systems;
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- Oversees third party disclosure requests ensuring that records are disclosed in accordance with legislation;
- Demonstrates EFW values of Compassion, Trust, and Meaning in the workplace;
- Adheres to all privacy and confidentiality policies and procedures as they relate to EFW, our patients and our employees;
- Undertakes other related duties as assigned.

Qualifications:

- University degree in a related field including formal credentials in the area of privacy which may include the completion of the IAPP certificate through University of Alberta, or an equivalent combination of education and experience will be considered;
- Sound knowledge and practical experience in applying privacy legislation and protocols within a healthcare environment is required;
- Ability to develop collaborative working relationships and foster effective working relationships with staff and physicians;
- Ability to work efficiently and effectively in a fast paced office environment;
- Assess and responds to a variety of situations applying sound judgement and balancing operational and legislative needs;
- Strong verbal and written communication skills including the ability to develop clear and concise written materials including reports, memo's, newsletter articles;
- Strong facilitation and negotiation skills are a key requirement for success in this role;
- Computer proficiency with intermediate knowledge of Word, Outlook, Powerpoint, and Excel.

Working Conditions:

- Incumbent requires a valid driver's license and vehicle to perform work or attend meetings at any EFW site.

EFW strives to deliver healthcare with compassion, earn the trust of referring physicians, and provide careers with meaning.

If you are interested in the above position, have the required qualifications, are dedicated to quality patient care, and want to be a member of a team of dynamic health care professionals, please forward your application in confidence to efwresume@efwrad.com This posting will remain open until filled.

www.efwrad.com

We thank all applicants however, only those selected for further consideration will be contacted.