

**FACULTY AFFAIRS****POSITION:** Associate Dean, Health Informatics**TERM OF APPOINTMENT:**

Three (3) years with the potential for renewal following discussion with the Vice-Dean and the Dean, Faculty of Medicine and Dentistry (FoMD), the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of 5 years.

**REPORTING TO:** Vice-Dean, Faculty Affairs**PURPOSE:**

Recent digitization of health information has brought change and challenges to the clinical, educational, research and administrative activities of the FoMD. New and expanding facilities and systems increase the need for capacity in the management of clinical information. Health informatics is defined as “the interdisciplinary study of the design, development, adoption, and application of [Information Technology] IT-based innovations in healthcare services delivery management, and planning”. Within the FoMD, Health Informatics is under the purview of the Vice-Dean, Faculty Affairs, and is assigned to the Associate Dean, Health Informatics. The FoMD expands the health informatics responsibilities to include the application of health informatics in health care to yield “digital health<sup>1</sup>.” The Associate Dean, Health Informatics, assumes a leadership role in the education, service and research facets of health informatics and digital health.

**MAIN ACCOUNTABILITIES:**

**General Responsibilities:** Listed in the *2017 FoMD Overarching Position Description: Associate Deans*

**Portfolio Responsibilities:**

The Associate Dean, Health Informatics will:

1. Provide leadership for Health Informatics and Digital Health in the FoMD
2. Participate as a member of the Faculty of Medicine Information Management Steering Committee.
3. Participate in and/or Chair other health informatics-related committees as requested by the Vice-Dean, Faculty Affairs, Faculty of Medicine and Dentistry
4. Serve as a resource for the FoMD Information Management Steering Committee (IMSC)

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<sup>1</sup> Digital health refers to “the use of information technology/electronic communication tools, services and processes to deliver health care services or to facilitate better health” (<https://www.infoway-inforoute.ca/en/what-we-do/digital-health-and-you/what-is-digital-health>).

5. Work with MEDIT, the FoMD IT Privacy Advisor and the UofA IT personnel, as needed, in order to fulfill the mandate of the Associate Dean role

The Health Informatics activities in the FoMD will:

1. Enable and enhance the FoMD's the use of digital health record systems for service delivery, education and research
2. Permit an evaluation of the impacts and effectiveness of health informatics systems and their effects on academic mandates
3. Develop and nurture leadership in health informatics
4. Provide oversight, coordination and guidance in matters of health informatics affecting the FoMD
5. Contribute to the protection of privacy and assurance of security in FoMD IT

## **BUSINESS PLAN ACCOUNTABILITIES:**

### **Strategic Initiatives:**

1. Provide communications and guidance regarding the fit of Health Informatics within the FoMD Strategic Plan §
2. Provide timely, up-to-date advice to help keep the FoMD health informatics activities current within a rapidly changing and evolving discipline
3. Work with Associate Deans (MD, Postgraduate Medical Education and Graduate Studies) and FoMD leaders to develop appropriate curriculum content for IT

### **Specific Responsibilities:**

1. Contribute to the organization and planning for the Provincial Clinical Information System (CIS), especially if the first "go-live" site is the University of Alberta Hospital (UAH); also provide inputs for the on-going use of the CIS
2. Oversee Departments' implementation of clinical information systems
3. Provide leadership, liaison and coordination related to strategic management of health information in and for the FoMD
4. Direct the content of, and serve as a resource for, informatics education and training for faculty, students in undergraduate medical/dentistry education, and postgraduate medical education as well as for graduate students; topics to include the roles of software, privacy issues, the Health Information Act (HIA) and other timely matters as they evolve
5. Collaborate with the Associate Dean, Clinical Research, for informatics research projects, as needed
6. Serve as the FoMD liaison for appropriate groups/committees within Alberta Alberta Health (AH) and/or Alberta Health Services (AHS) and UofA, having health informatics within their mandates
7. Represent the FoMD at various AHS IT committees (*e.g.*, Information Sharing Framework Governance Committee (IFSGC), of relevance to Faculty activities
8. Lead the coordination of FoMD use of and/or access to relevant databases and information systems hosted by the Faculty, AHS and/or the UofA
9. Sign Information Manager Agreements on behalf of the Dean, Faculty of Medicine and Dentistry, when designated to do so

10. Provide advice to the FoMD Privacy Advisor for breach investigations, when needed

**Liases With:**

1. Information Management Steering Committee (IMSC) – Member
2. Other Health Informatics Committees, as agreed by Vice-Dean (Faculty Affairs)
3. Associate Dean, MD Program
4. Associate Dean, Postgraduate Medical Education
5. Associate Dean, Research – Graduate Studies
6. Alberta Health Services (AHS)
7. Provincial Clinical Information System (CIS) personnel

**Committee Responsibilities:**

1. Faculty Affairs Committee
2. Clinical Chairs Committee
3. Faculty Executive Council
4. Faculty Information Management Steering Committee

**Direct Reports:**

None