

<b>JOB TITLE:</b>	Database and Dashboard Builder
<b>DATE:</b>	November 2011
<b>REPORTS TO (job title):</b>	Senior Director, Performance Measurement and Information Management
<b>LOCATION:</b>	Toronto Central LHIN
<b>TERM:</b>	4 month contract or secondment
<b>START DATE:</b>	Immediate

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The Toronto Central LHIN is one of 14 crown agencies corporations across Ontario mandated through the Local Health Services Integration Act to plan, integrate and fund local health services. The Toronto Central LHIN funds hospitals, the Toronto Central Community Care Access Centre, long-term care homes, community support service providers, community mental health and addictions agencies, and community health centres within its geographically defined area. eHealth is considered a key enabler for achieving Toronto Central LHIN and Ministry of Health and Long-term Care priorities.

#### **PRIMARY PURPOSE:**

Responsible for the development of a database to warehouse data used to track key performance, accountability as well as other metrics. The database will be used to measure the performance of health service providers, identify trends in different areas as well as to identify issues in a timely manner.

#### **KEY ACCOUNTABILITIES:**

1. Create a user-friendly database in MS Access or a widely available off-the-shelf software
2. Design and develop a user-friendly database with easy-to-use interface for uploading data from various sources and allow for expandability (addition of new data sources and reports)
3. Link data from various data sources
4. Develop standard reports linked to the database that can easily be generated
5. Design complex queries and macros as required to make the reporting process efficient
6. Develop a reporting interface for custom reporting
7. Train TC LHIN staff in the use of the database
8. Test the database for reliability and usability
9. Automate the extraction of data from Excel

10. Backing up and archiving of data as appropriate
11. Develop a step-by-step user guide and documentation e.g. data dictionary
12. Other duties as assigned

**POSITION REQUIREMENTS:**

**Education:**

- Post-secondary education/training in SQL, MS Access and/or related field

**Experience:**

- Strong experience with SQL knowledge
- Professional experience with creating a custom data repository & reporting solution
- Excellent judgment of identifying issue at hand and developing a comprehensive solution
- Good understanding of the LHIN and its functions is preferable
- Knowledge of health care data sources in Ontario
- Proven ability of developing a user-friendly database
- Excellent ability to piece together the various reporting requirements of a complex organization
- Excellent interpersonal, oral communication & relationship management skills
- Proven training and documentation skills
- Strong time management skills a must
- Knowledge of healthcare metrics and data sources is a plus
- Excel VBA and Access VBA experience is an asset

*Please forward your resume and cover letter to: [Kinga.Byczko@lhins.on.ca](mailto:Kinga.Byczko@lhins.on.ca)*