



Edmonton Zone Pan Primary Care Network (PCN) are a collaboration of the PCNs in the Edmonton Zone. This program advances, supports, and facilitates the initiatives identified as Pan PCN projects.

We are currently looking for a

**Pan PCN Evaluator**

to join our team. If you have the qualifications listed below, please submit your resume along with a cover letter for consideration.

**Please note this is a part time, temporary position until March 31, 2022.**

**Job Description**

The Evaluator will work with multiple stakeholders at the PCN, zone and provincial level to advance PCN and zone priorities, with an overall goal of coordinating the reporting requirements under the pan PCN and Edmonton Zone (EZ) PCN Committee. The Evaluator reports directly to the Executive Director, but while facilitating change requires periodic direction from program managers related to clinic and program specific activities.

Key responsibilities include, but are not limited to the following:

Evaluation support for pan PCN and EZ activities

- Develop evaluation plans for zone programs (pan PCN and EZ activities)
- Leads the ongoing monitoring and evaluation of EZ initiatives
- Participate in zone evaluation activities as required, including facilitation
- Liaise with external evaluation/data collection services and organizations as deemed necessary to meet objectives
- Networks and builds strong relationships with Edmonton Zone PCNs, Alberta Health Services, Alberta Health, Health Quality Council of Alberta, and Alberta Medical Association in pursuit of information sharing and joint evaluation strategies

Help to define and set priorities for evaluation at the Zone level

- Work collaboratively with the Edmonton Zone PCN evaluators and project teams to develop evaluation strategies for EZ priority areas
- Provide ongoing tactical support to the project teams of key EZ priority projects
- Meet with pan PCN and EZ Working Groups to identify priorities and support program evaluation
- Implement evaluation plans
- Collect, analyze and report on data and presents to leadership and key stakeholders as required.
- Oversees data collection and other aspects of data management for EZ activities
- Ensure adherence to PCN policies, HIA and PIAs in preparation of data sharing agreements, data transfer and record retention with respect to evaluation.

## **Skills**

- Demonstrate attention to detail and accuracy, strong time management skills, and ability to multitask.
- Ability to develop rapport with multiple stakeholders, including the pan PCN Evaluation Working group.
- Ability to work proactively, effectively, and independently in a complex changing environment.
- Strong, effective written and oral communication skills, high level of perceptiveness
- High levels of integrity and professional behaviour
- Ability to work proactively, effectively and independently in a complex changing environment
- Ability to foster a collaborative work environment and establish a variety of positive relationships with internal and external contacts, including physicians, coworkers, and community agencies

## **Education and Experience**

- Masters level education preferred with a strong background in evaluation design, research methods and data analysis, ie. Social sciences, health sciences or other related field.
- Good understanding of primary healthcare in Alberta.
- Proficiency in English, with strong verbal and written communication skills used in report writing and presentation of evaluation findings.
- Five to seven years of experience conducting research and/or program evaluation studies including data analysis
- Proficiency in Microsoft Office Suite.
- Understanding of clinical informational technology tools used in primary care
- Previous experience working with multi stakeholder groups/facilitation experience would be an asset.

## **Working Conditions**

- A current and clear criminal records check is required
- A valid driver's license and access to a vehicle for travel to various stakeholder locations
- Will require flexibility in hours and days of work. Evenings may be required. Weekend time is unlikely at this time, but may change depending on Program needs.

APPLY TODAY. We thank all the applicants, however, only shortlisted will be contacted. This job posting closes no later than July 30, 2021. Please send your applications to [TrinityD@saspcn.com](mailto:TrinityD@saspcn.com).