# INTRODUCTION

The Alberta Medical Association is seeking to contract to support key deliverables as outlined below pertaining to the privacy and security capacity among physicians and clinics.

This contract offer is up to a maximum of 2,447 hours for the full term of the grant (April 1, 2020 – August 30, 2022), at a maximum rate of $102 per hour.

<table>
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<tr>
<th>Anticipated hours by fiscal year:</th>
<th>April 1, 2020 – March 31, 2021 = 1,000 hours</th>
<th>April 1, 2021 – March 31, 2022 = 1,000 hours</th>
<th>April 1, 2022 – August 30, 2022 = 447 hours</th>
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Location: Edmonton or Calgary

Travel will be required.

Candidates will be required to declare actual, potential, or perceived, conflicts of interest. If the candidate is associated with a vendor of privacy and security products, this will exclude the vendor from being selected to fulfill the deliverables.

Contractors are invited to submit a Letter of Intent along with a summary of education, skills and experience by April 3, 2020 to the following email address: DOT@albertadoctors.org. This posting will remain open until a suitable candidate is found.

# PROGRAM OVERVIEW

The AMA Accelerating Change Transformation Team (ACTT) supports physicians and other clinical team members to advance care delivery within their practice environments. This support includes developing the right products, tools and resources; building capacity in Primary Care Networks and other groups through training; building networks of practice; supporting implementation of various initiatives; and acting as trusted advisor to physician leaders. This includes developing content, building capacity and engaging stakeholders.

This Alberta Health funded grant aims to build capacity in areas of privacy and security knowledge and skills in physician offices (family medicine and specialists). During the term of this grant, the successful candidate will liaise with the broader ACTT.
DELIVERABLES REQUIRED

Specialty and Primary Care Physician Outreach for CII

The CII Specialty Lead will provide content and project leadership to fulfill the short and long term deliverables outlined in this AH-funded grant. This role will support the uptake and successful adoption of CII/CPAR among non-PCN physicians, and the uptake and successful adoption of CII among community specialists. These physician groups will advise the initiative on strategies to build capacity for sustainable practice changes to increase informational continuity. The ideal candidate is well versed in CII and CPAR and understands the provincial direction, the value of continuity of care through effective transitions of care, and has contextual experience.

Short term:
   o Develop a community specialist-self-service model that is accessible.
   o Develop a non-PCN primary care physician self-service change package.
   o Facilitate engagement of community specialist groupings for CII (AMA sections, specialist associations and groups, groups of common EMR users, etc.).
   o Engage in consultations with community specialists and non-PCN affiliated physicians to identify needs.

Long Term:
   o Create content for informational continuity process changes.
   o Build capacity through a skilled workforce able to engage physician groups (like a specialist section or association) and individual providers to promote informational continuity.
   o Facilitate EMR and workflow change management support required.
   o Tailor activities required to reach each segment based on their readiness.
   o Develop and implement measures to track progress and results.

The successful candidate will have served in a senior level role with minimum 7+ years of experience delivering on and leading multi-year projects, and have strong interpersonal skills. Key tasks include building an overall project strategy and plan, including the change management needs of the target audience. Past performance building a high performance team, guiding the team, budget oversight and stakeholders management will underpin the leadership needs of this project. This bundle of effective interpersonal skills in a government funded environment, strong project management skills, and change management expertise will result in the deliverables being achieved.