



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Analyst, Medical Travel	
Position Number(s)	Community	Division/Region(s)
17-14065	Yellowknife	Medical Travel/Stanton

## PURPOSE OF THE POSITION

This position is responsible for monitoring, analyzing and reporting on the delivery of the Government of Northwest Territories (GNWT) Medical Travel Program to residents of the Northwest Territories (NWT). The incumbent conducts research, analyses and provides recommendations on issues related to the delivery of the medical travel program both in-territory and out-of-territory. The analyses and recommendations will directly impact the health and social services system and the effective management of the medical travel program for NWT residents.

## SCOPE

Stanton is an accredited facility, located in Yellowknife, Northwest Territories. Stanton is the referral center for NWT residents and residents from the Kitikmeot Region of Nunavut. The Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity. Stanton recognizes the health hazards associated with tobacco in the workplace, both to smokers and non-smokers alike. Therefore, Stanton maintains a tobacco free environment within the building and throughout the property.

The Analyst - Medical Travel is located in Yellowknife and reports to the Territorial Coordinator - Contracts and Analysis. This position provides advice and makes recommendations on matters related to the design, delivery and utilization of in-territory and out-of-territory medical travel. Through the use of sound planning, monitoring and evaluation techniques the incumbent ensures that medical travel services are designed and delivered effectively, efficiently and adhering to the medical travel policies.

The Analyst - Medical Travel assists, and at times is required to conduct the analysis, preparation, evaluation, monitoring and reporting of the Medical Travel budget. This is achieved through the exercise of discretion and latitude in developing, monitoring and evaluating of the budget while recognizing that spending must comply with set financial legislation, policies and procedures. Inadequate and improper monitoring, analyzing and assessing of financial activities may result in inaccurate advice to senior management, which will have a negative Impact on the efficient and effective delivery of this territorial program.

The incumbent will work with colleagues within and outside the Stanton. Working closely with the Authorities, the Medical Travel Officers, and the Department of Human Resources the Analyst - Medical Travel is accountable for the planning, monitoring, analyses, reporting and providing recommendations on the design and delivery of the GNWT Medical Travel Program. The Medical Travel budget is approximately \$30 million.

## **RESPONSIBILITIES**

### **1. Analyze, evaluate, monitor and report on the delivery and utilization of Medical Travel in territory and out-of-territory.**

- Assists and provides recommendations in the development of monitoring and reporting systems to track the utilization of medical travel by residents of the NWT.
- Develops and provides recommendations on accountability measures to ensure adherence to medical travel policies and guidelines.
- Regularly assesses and reports on medical travel services provided in-territory and out-of-territory and identifies any emerging trends or issues.
- Develops and/or uses method to project short, medium and long-term utilization of medical travel.
- Develops a quarterly "report card" on the provision of medical travel services across the NWT and out-of-territory.
- Develops and maintains databases using internal and external data.
- Performs and reports on a variety of analyses including gap analyses, competitive analyses and Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.

### **2. Assist in the development, monitoring, analyses and reporting on the Medical Travel budget.**

- Provides recommendations for the annual departmental operational and capital budget for all programs and services provided under the Medical Travel Program.
- Monitors and reports on budget variances as required.
- Reviews, projects and recommends expenditure and revenue resources as and when required by the Supervisor and Senior Management.
- Verifies and reconcile monthly reports from the Finance Department to ensure all transactions are recorded properly.
- Assists In the development and Implementation of control measures to ensure compliance with relevant financial principles and financial procedures.

- Monitors the operational budget for medical travel and provide recommendations concerning financial management of the medical travel program.

**3. Provide analysis, program advice and briefing material for Supervisor & Senior Management and the complete range of issues related to the medical travel program.**

- Provides recommendations to Senior Management on financial and program delivery issues related to the provision of medical travel services to NWT residents.
- Provides expert research, analyses and financial advice on the delivery of medical travel, including assisting with writing proposals for supplementary funding and business plans.
- Provides advice on fiscal impacts of proposed policy or procedure changes related to the GNWT Medical Travel Program.
- Drafts briefing materials and provides expert opinions on the fiscal impact of changes to the Medical Travel Program.

**4. Processes all documents for both financial and statistical purposes.**

- Processes all accounts payable (AP) and receivable (AR) on boarding home contracts. The AP is valued at \$4 million dollars per annum while the AR is valued at \$3.6 million per annum.
- Ensures all information contained within the boarding homes invoices is accurate. Failure to do so can result in significant financial loss for the program.
- Processes various vendor invoices in a timely manner or as contractually agreed upon with vendors - failure to comply will result in penalty fees levied by the vendors or disallowances by 3rd parties.
- Ensures accurate financial coding is applied to all medical travel invoices through data analyses of the Health Management Information System (HMIS). Failure to do so can result in accounts being skewed and the program not collecting all appropriate revenues it's entitled to. The Medical Travel Program generates \$16 million of AR invoices per annum.
- Conducts statistical analyses on HMIS data to ensure integrity is maintained.
- Confirms payments are consistent with the contractual terms and schedules.
- Determines validity of 3rd party accounts receivable disallowances.
- Develops and implements procedures to ensure disallowances are mitigated and processes are streamlined.

## **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

### **Physical Demands**

There is limited physical effort required for this position. There may be long periods where the Incumbent is required to stay seated and look at a computer monitor that can cause strain on back muscles and eyes.

## **Environmental Conditions**

No unusual demands.

## **Sensory Demands**

The incumbent may spend long periods of intense concentration reviewing information. A prolonged need for sensory attention is required in order to analyze detailed information. Eyestrain, back discomfort and keyboard induced tensions are the most common problems.

## **Mental Demands**

Mental fatigue is common as a result of imposed unexpected and competing demands often under tight deadlines frequently causing high levels of stress and mental fatigue. The incumbent is required to address non-routine and non-reoccurring problems that require immediate response and re-prioritization of workload. There is a heavy workload, frequent need for intense work that is impacted by tight deadlines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in using database, spreadsheet and word-processing software is required.
- Demonstrated strong research and analytical skills are required.
- Strong communication and presentation skills.
- Ability to communicate verbally and in writing about complex program analyses and financial performance is required.
- A high level of adaptability and initiative combined with commitment and enthusiasm is necessary to ensure the effective management of the medical travel program.
- A solid understanding of the health care system and the delivery of NWT health services is critical to the success of this position.

## **Typically, the above qualifications would be attained by:**

Completion of a bachelor's degree in Commerce, Business Administration, Social Sciences, or other similar degree program, combined with two (2) years of broadly based practical experience in a financial or data reporting environment.

## **ADDITIONAL REQUIREMENTS**

### **Stanton Region Requirements**

Within Stanton all employees must acquire, within a reasonable time frame, and remain current with the following mandatory certifications:

- Fire Training
- FIT Testing
- Infection Control
- Workplace Bullying/Respectful Workplace
- Workplace Hazardous Materials Information System

This is a highly sensitive position and required verification of identity, a satisfactory criminal records check, along with an up-to-date immunization record.

Experience in a healthcare setting would be an asset.

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one)

- French required
- French preferred
- French not required