



IDENTIFICATION

| Department | Position Title | |
|----------------------------|---------------------------|------------------------------|
| Health and Social Services | Health Technology Planner | |
| Position Number | Community | Division/Region |
| 49-15673 | Yellowknife | Infrastructure Planning / HQ |

PURPOSE OF THE POSITION

The Health Technology Planner is responsible for the research, planning, implementation, and monitoring of Health Technology projects throughout the Northwest Territories and the Health and Social Services System.

SCOPE

Located in Yellowknife, the Health Technology Planner (Planner) reports to the Manager, Health Technology Planning and is responsible for implementing health technology projects through the Department's health technology budget (\$2.6M annually), which is a part of a territorial health infrastructure system of with a current replacement value of \$980M and a geographic area of 1.346M km². The position is also required to advise on the Health Technology requirements for departmental infrastructure projects ranging from \$600k to \$350M.

Health technologies are essential to the delivery of safe, effective patient and client care by practitioners in the Health and Social Services (HSS) sector. They include all medical equipment and related information and communication systems required to provide HSS services and deliver patient and client care in inpatient and outpatient settings, including intensive care units, labour and delivery units, emergency departments, operating rooms and specialist procedure rooms, diagnostic imaging services, laboratory services, pharmacy services, medical device sterilization services, rehabilitation services, public health services, home care services and long term care services.

The Planner is required to research, understand and operationalize health technology (HT) policy with respect to what equipment goes in which facility, and technical engineering specifications regarding what type of equipment is procured. The incumbent exercises professional judgement to achieve a consistent technology utilization approach, keeping equipment standardized to minimize risk, and meeting the constraints of delivering patient



care in the unique logistical, technical, operational and geographic realities of in the Northwest Territories (NWT).

The Health Technology Planner is responsible for final Health Technology project design and project delivery decisions. The position is required to monitor multiple projects with various clientele in multiple communities at any one time, as well as simultaneously consulting on several major infrastructure planning projects. In working with a variety of clients and vendors the incumbent uses negotiation skills to meet needs and satisfy requests within budget constraints.

A significant challenge faced by governments is that mainstream organizations, like health and social services, cannot be separated from the legacy of colonialism and anti-Indigenous racism in Canada. In health and social services settings, present day anti-Indigenous racism or systemic racism, impacts access to services, quality of care and health outcomes for Indigenous peoples. This also results in a system that inherently privileges the ideas, needs and norms of the dominant white settler population, including the privileging of western knowledge over Indigenous approaches and ways of knowing. As such, it is critical that the Government of the Northwest Territories (GNWT), DHSS, Division and the incumbent put in all efforts to eliminate these issues and offset their consequence.

The HSS system is committed to addressing anti-Indigenous racism and promoting cultural safety and anti-racism. DHSS staff are expected to honour and promote a culturally safe and anti-racist environment at all times, and to interact with clients, families, community members, partners and colleagues in a relationship-based approach. This involves being tactful, respectful, self-aware, and humble in order to develop and maintain ongoing and trusting relationships. Facilities have long been planned without the participation of the Indigenous populations they serve. With a population of 51% Indigenous Peoples in the NWT, this includes utilization of all Health and Social Services facilities in our inventory, with a vast majority in those outside of Yellowknife.

The work of the Infrastructure Planning Division includes recognition that government facilities, such as residential schools and Indian hospitals, have caused significant trauma for Indigenous peoples. The incumbent shall have an understanding of this dark period of Canadian history, as well as the deleterious health outcomes it has caused to the Indigenous populace. The physical design of facilities can perpetuate harm as they are reminders of colonial and racist institutions for Indigenous peoples. Ensuring that facilities and the technologies used within are developed in a culturally appropriate manner and facilitates a welcoming and culturally safe environment. This builds on the evidence that the physical space can itself be medicine.

The Planner works extensively with representatives from the Department, Health Authorities, Communities and the Private Sector. The work is conducted to a large extent in a complex and



diverse stakeholder group including Health and Social Services, Boards, Department of Infrastructure, and many other stakeholders, often requiring travel to regions and communities. The analysis and recommendations directly impact the HSS system, including both service delivery and access to health and long term care services throughout the NWT.

This position serves the entire Health and Social Services system and utilizes knowledge of the intersection between HT, facility infrastructure, and information and communication systems. The Planner is required to understand the requirements of various stakeholders: medical and clinical staff, health administrators, patients, and equipment vendors. The Health Technology Planner specializes in project planning and implementation and has an impact on health care delivery on a territory-wide basis.

This position requires the incumbent to travel within the NWT on a monthly basis.

RESPONSIBILITIES

1. Health Technology project management.

- Manage HT projects including needs assessment, requirements definition, evaluation, contract development, procurement, receipt, installation, commissioning and training.
- Develop and direct occupancy plans for the receipt and implementation of medical technology including commissioning and training.
- Develop and maintain collaborative relationships with clinical and administrative customers, and vendors, providing appropriate and optimal levels of customer service for safe and effective management of medical technology.
- Provide expert clinical biomedical engineering advice to mechanical, electrical, civil, computer and architectural projects or issues.

2. Research, develop and manage Health Technology procurement initiatives.

- Develop specifications, requests for proposals, direct purchases, sole sources and tender documents for the procurement of Health Canada classed medical devices and other Health Technologies.
- Ensure compliance of procurement initiatives with financial administration, capital planning, tendering, contract administration, Government of the Northwest Territories (GNWT) Procurement Guidelines, the Agreement on Internal Trade and related procurement policies and directives.

3. Lead the clinical commissioning of equipment and systems on Health Technology projects.

- Clinical commissioning refers to the activities undertaken to determine the readiness of staff, procedures, and other non-infrastructure elements of the clinical program prior to commencement of patient and client care. This is generally done in-house as part of the program team requirements.



- Develop and conduct clinical commissioning procedures and protocols for Health Technologies with interrelated systems that perform a variety of functions found in most healthcare buildings including diagnosis, treatment, life support, disaster preparedness, and infection prevention and control. Multiple communication systems for the safety of patients, staff, and visitors (e.g., emergency assistance alarms; infant abduction and patient wandering) are also included.

4. Perform a consultant/monitoring role with respect to health technology on large infrastructure projects to ensure compliance and acceptability of health technology use within health and social services centers (HSSC).

- Consult in multi-disciplinary team approach towards equipment planning for HSSCs.
- Review engineering designs, plans, shop drawings and equipment specifications for proposed equipment to be used in HSSC.

5. Health Technology Vendor relationship management.

- Manage relationships with Health Technology vendors in order to keep up to date with industry trends, maximize technology investments, understand operational requirements and be better to be able to anticipate Health Technology technical obsolescence.
- Manage ongoing service agreements, and warranty terms between owners and vendors.
- Review, receive and approve equipment documentation.

6. Collaborate in a multidisciplinary team (Physicians, Medical Staff, Nurses, Architects, Engineers, and Project Managers) in the development of capital standards and criteria for Health and Social Services health technology to ensure that there is appropriate, affordable and equitable infrastructure across the NWT HSS system.

- Research and evaluate the applicability of standards from other jurisdictions and adapt accordingly.
- Consult with stakeholders and user groups and program managers to determine program requirements.
- Develop costing models to apply to and determine the appropriate and affordable capital standards.
- Interpret and apply national standards and legislation (e.g. Medical Device Regulations and Standards of Practice for Clinical Specialties) as applicable.

7. Maintain inventory of technical and functional statuses of Health Technology in the NWT HSS system.

- Collaborate with system stakeholders to collect and review system data to provide information and data for assembly in a database for capital planning, decision making, and to anticipate/substantiate future capital requirements.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent is exposed to electrical, chemical, mechanical, thermal and biomedical hazards (on-site planning in health facilities, managing equipment installations, commissioning and other implementation activities).

Sensory Demands

No unusual demands.

Mental Demands

This position requires the incumbent to travel approximately 5 days per month.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of principles and theories of clinical biomedical engineering and other diverse specialty and professional engineering fields (e.g., civil engineering, mechanical engineering, electrical engineering, computer engineering).
- Knowledge in the areas of health facility functional programming, facility planning, architecture, engineering and/or design, in a health and /or social services setting.
- Knowledge of and/or the ability to acquire knowledge of the people, culture, government and health and social services in the NWT and its political and business environment.
- Knowledge of health facility planning theories and principals.
- Project management knowledge and skills
- Interpersonal and negotiation skills with respect to vendor relationship management.
- Organizational, time management and prioritizing skills.
- Problem solving skills and the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- Awareness and understanding of health and social programs and services, including knowledge of program requirements, workflow and patterns, facility technical/design standards and prevailing trends and practices (e.g. roles of Nurse Practitioner, Community Health Representatives, Mental Health Workers, etc.).
- Oral and written communication skills through a variety of means (e.g. briefing notes, project briefs, departmental or board presentations} for diverse audiences.
- Ability to adapt to change.
- Ability to manage diverse activities that are often only broadly or generally defined.
- Ability to show initiative within the scope of the position.



- Research, analysis and evaluation skills.
- Skills relating to computer software applications (particularly spreadsheet, database and statistical applications).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in Biomedical or Clinical Engineering field and three (3) years of relevant health technology planning experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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 if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred