

HEALTH COMMISSION OFFICER 1 and 2

Class Definition

This level is assigned to incumbents who act as Standards Officers and who participate in all activities to ensure that optimum standards are maintained in hospitals, personal-care homes and other health care institutions. Incumbents will assess, develop and recommend standards for various activities such as hospital plant operation; construction projects; major equipment requirements; pharmacy operations; hospital administration; physical medicine services; dietary services; nursing care; physical plant and maintenance standards; or any other activities related to health care standards. Incumbents also participate in planning and budgeting activities related to the assigned projects and carry out special studies and analyzes as may be required.

OR

This level is assigned to incumbents who act as Financial Officers and who are responsible for reviewing and analyzing budgets for hospitals, personal-care homes and other health care institutions. Incumbents perform detailed assessments of budgets submitted and prepare various financial reports and statements and make recommendations on initial rates for health care facilities; summarize budget appeals and prepare revised proposals where necessary; audit year-end financial statements and examine records and make recommendations on necessary cost adjustments; carry out special studies and analyses as may be required.

The 1 level may be used for the recruiting, training and first working level and the 2 is the full working level.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of hospital operation, design, equipment, standards and trends.

Ability to communicate effectively both orally and in writing.

Knowledge of Health Services Insurance Act and related federal and provincial legislation and regulations.

Knowledge of hospital accounting, auditing techniques and principles.

Education, Training and Experience

A combination of education in a health related discipline and related experience in the health field at a senior level.

OR

Completion of a recognized accounting course with previous related experience or comparable qualification obtained through several years of related practical experience at a senior level.

HEALTH COMMISSION OFFICER 3

Class Definition

This level is assigned to an incumbent who acts as the Senior Financial Officer in the Rural Facilities or Personal-Care Homes Section. An incumbent is responsible for co-ordinating, directing and supervising a number of Health Commission Officers 1 and 2 who are engaged in reviewing and analyzing budgets; calculating costs; reviewing budget appeal assessments. Duties will also include co-ordinating all activities and preparing final recommendations for senior executive personnel. Incumbents will administer other programs related to health care facilities and will carry out specialized assignments and make recommendations regarding policy changes and programs.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of health care administration.

Thorough knowledge of Health Insurance Act and related federal and provincial legislation and regulations.

Thorough knowledge of accounting and auditing techniques and principles.

General knowledge of data processing applications in the health field.

Ability to communicate effectively with senior personnel in hospitals and government.

Education, Training and Experience

Chartered Accountant or R.I.A., or a combination of suitable accounting qualifications and several years' experience at a senior level of responsibility.

HEALTH COMMISSION OFFICER 4

Class Definition

This level is assigned to the Chief Financial Officer who is responsible for reviewing policies to be used in the assessment of budgets for all major health facilities in the province and for recommending payment. The incumbent will co-ordinate, direct and supervise Health Commission Officers 1 and 2 engaged in reviewing and analyzing budgets; calculating costs and preparing statements; reviewing budget appeal assessments. Duties will also include assigning work to subordinate staff; establishing deadlines for completion of all major programs and developing new policies and program changes. Incumbent may carry out other special assignments as required.

OR

This level is assigned to the Chief Standards Officer who is responsible for ensuring that adequate standards are maintained in hospitals, personal-care homes and other health facilities throughout the province through programs of budgeting, construction, inspection and licensing. The incumbent will co-ordinate, direct and supervise a group of Health Commission Officers 1 and 2 engaged in assessing standards in various areas such as hospital plant operation; construction projects; major equipment requirements; pharmacy operations; hospital administration; physical medicine services; dietary services; nursing care; physical and maintenance standards or any other area related to health care standards. Duties will include co-ordinating, developing and recommending standards for all activities in the Urban Section and will act as the resource person for the Facilities Division by co-ordinating all activities related to standards. This also includes co-ordinating the review and approval of all submissions for Health Facility Board and medical staff by-laws and to co-ordinate the review and follow-up of all fire inspection reports. Duties also include assigning work to subordinate staff in order that the Standards Officers may be utilized to the maximum extent. The incumbent will develop new policies and procedures related to health facility standards and carry out special assignments as may be required.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of health care administration.

Thorough knowledge of Health Insurance Act and related federal and provincial legislation and regulations.

Thorough knowledge of accounting and auditing techniques and principles.

General knowledge of data processing applications in the health field.

Ability to communicate effectively with senior personnel in hospitals and government.

Education, Training and Experience

Chartered Accountant or R.I.A. with several years' related experience at a senior level.

OR

A combination of formal education in health services administration and several years' experience at the senior management level in the health care field.