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| **Hospital Information System (HIS) Business Analyst****Competition #:** **Location:** On Site Bayview Campus; flexibility to travel to other sites as required **Classification:** Temporary Full-time – Approx. 2 years starting September 2025  **Department:** Clinical Informatics- Project REACH **Salary:** SBNU05**Union:** Non-union **Hours of Work:** Weekdays; flexibility to work evenings, nights, weekends and outside of core business hours dependent on project needs Sunnybrook Health Sciences Centre is a nationally leading and internationally recognized academic health care centre based at several sites in the Greater Toronto Area (GTA). Our team delivers expert, compassionate care to patients from across Ontario; wide ranging and sometimes unique education to thousands of learners each year; and research and implementation of innovations that invent the future of health care. Since our first patient in 1946, Sunnybrook has evolved and expanded to become a network of integrated sites and campuses representing the full continuum of care including pre-hospital, acute, and post-acute and key specialty services for Ontario.  Sunnybrook is embarking on a multi-year digital, clinical transformation project to implement a new health information system (HIS) across all campuses and satellite sites, through Project REACH. The project is a pillar of enabling exemplary patient experience and quality of care and therefore this is not solely an information technology initiative, but one founded in clinical transformation and care redesign. Led by the Clinical Informatics Team, Project REACH will strive to enhance patient care, streamline clinical workflows and support our clinicians. **Role Overview:**We are seeking a skilled Business Analyst to support the successful implementation of a new Hospital Information System (HIS) across our organization. The **Business Analyst** will be responsible for gathering and documenting business requirements, analyzing current workflows, supporting system design, drafting briefing notes, and ensuring that clinical and operational needs are fully incorporated into the HIS solution. This role will work closely with business stakeholders, technical teams, vendors, and project leadership to support a smooth transition to the new system and help drive process improvements that enhance patient care and operational efficiency.**Responsibilities:*** Collaborate with clinical, operational, administrative, and project stakeholders to gather and document detailed business and workflow requirements.
* Analyze current-state processes and systems to identify gaps, challenges, and opportunities for improvement in the future HIS environment.
* Facilitate interviews and working sessions to support design, configuration, and validation, and collect requirements as required.
* Develop detailed requirements, use cases, and process maps to guide system design and configuration.
* Act as a liaison between clinical/operational users. Project and technical teams to ensure the system meets end-user needs.
* Support change impact assessments by identifying areas where new workflows or training will be needed.
* Assist in data mapping, migration planning, and validation activities as they relate to HIS solutions.
* Participate in system testing (e.g., functional, integration, user acceptance testing) and support defect tracking and resolution.
* Contribute to training content development by providing subject matter expertise and mapping workflows.
* Help with go-live planning activities and provide post-implementation support to address issues, refine workflows, and optimize system use.
* Maintain project documentation, status reports, and risks/issues logs.

**Qualifications & Experience*** Bachelor’s degree in Health Informatics, Health Administration, Business, Information Technology, or a related field (or relevant experience).
* **5+ years** of experience as a **Business Analyst** in healthcare IT, preferably supporting **Hospital Information System (HIS)** or **Electronic Health Record (EHR)** implementations.
* Experience working on large, multi-site HIS projects involving clinical and non-clinical areas (e.g., inpatient, ambulatory, diagnostic services).
* Strong understanding of healthcare workflows and operations (e.g., admissions, scheduling, clinical documentation, orders management).

**Skills & Abilities*** Excellent analytical skills, with the ability to map and optimize workflows and translate operational needs into technical requirements.
* Strong written communication and facilitation skills, with experience working with diverse stakeholder groups including clinicians, leadership, and IT.
* Ability to work independently and collaboratively in a fast-paced, highly matrixed environment.
* Proficiency with tools such as Microsoft Visio, Excel, Word, and project tracking systems.
* Strong organizational skills with attention to detail, documentation, and follow-through.
* Familiarity with HIS concepts such as clinical integration, interoperability, patient safety, and regulatory compliance.

**Preferred Qualifications*** Previous experience with HIS/EHR systems (e.g., Oracle Health/Cerner) is highly desirable.
* Certification in Business Analysis (CBAP, CCBA) or PMP/CAPM certification considered an asset.
* Understanding of data migration, testing methodologies, and clinical informatics principles.

**Date Posted:** **Last Day for Application:** * The location and/or details in the job posting may change depending on operational needs.
* Qualified Applicants must submit both an Internal Application/Transfer Form and current Résumé to the Human Resources Department at their campus. Qualifications, skills and demonstrated satisfactory attendance and performance are considered as part of the selection process.
* Sunnybrook is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your Internal Application/Transfer Form.
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