



POSITION DESCRIPTION

POSITION TITLE: Chief Privacy Officer

RESPONSIBLE TO: Chief Executive Officer

GENERAL ACCOUNTABILITIES:

*The **Chief Privacy Officer** serves as a champion of the Vision and Mission and promotes an environment that is consistent to Compass' Statement of Values and Principles. The Chief Privacy Officer is an essential member of the client-centred health professional Team. The Chief Privacy Officer will work with the other members of Compass Community Health's teams to effectively and efficiently serve Compass clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

SUMMARY OF FUNCTION:

The Chief Privacy Officer oversees all ongoing activities related to the development, implementation, maintenance of; and adherence to the organization's policies and procedures covering the privacy of; and access to, client health information in compliance with federal and provincial laws and the healthcare organization's information privacy practices.

SPECIFIC ACCOUNTABILITIES:

1. Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies and procedures in coordination with organization management and administration;
2. Works with the organization's Chief Executive Officer and Leadership Team to establish an organization-wide Privacy Protocol;
3. Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the entity's other compliance and operational assessment functions;
4. Works with the Chief Executive Officer and Leadership Team, key departments, and committees to ensure the organization has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and requirements;
5. Oversees, directs, delivers, or ensures delivery of initial and privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties;
6. Participates in the development, implementation, and ongoing compliance monitoring of all trading partner and business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed;
7. Establishes with Leadership Team and operations a mechanism to track access to protected health information, within the purview of the organization and as required by law and to allow qualified individuals to review or receive a report on such activity;
8. Works cooperatively with other applicable organization units in overseeing client rights to inspect,

- amend, and restrict access to protected health information when appropriate;
9. Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions;
 10. Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the organization's workforce, extended workforce, and for all business associates, in cooperation with Chief Executive Officer and Management Team;
 11. Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities;
 12. Reviews all system-related information security plans throughout the organization;
 13. Maintains network to ensure alignment between security and privacy practices, and acts as a liaison to the information systems department.
 14. Works with all organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements;
 15. Maintains current knowledge of applicable federal and state and provincial laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.

QUALIFICATIONS:

- ♦ Knowledge in and the ability to apply the principles of privacy legislation, project management, and change management;
- ♦ Demonstrated organization, facilitation, communication, and presentation skills;
- ♦ Knowledge and experience in information privacy laws, access, release of information, and release control technologies.

Created with reference to a sample job description provided by American Health Information Management Association (AHIMA) (<http://www.ahima.org/infocenter/models/privacyofficer2001.htm>)

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