



Agreement & Contract Analyst, Medical Affairs - 1 position	Posting #: 55387
Medical Affairs	Posting Date: August 08, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: August 14, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$34.60 - \$40.73 /hour

The successful candidate will cover both St. Joseph's Hospital and Parkwood Institute Mental Health Care

Medical Affairs is responsible for the administrative oversight of the medical, dental and midwifery staff (i.e. credentialed professional staff) and acts as a professional affairs body and strategic partner to both these stakeholders and the organization. We are currently seeking a highly motivated individual to join our Medical Affairs Team to bring their extensive knowledge and expertise of supporting the hospital's contracting activities for psychiatrists and other physician-associated purchased services (e.g. Medical Secretaries). This position is responsible for the coordination, analysis, and administration of contractual agreements to ensure they align with hospital policies, applicable legislation, funding guidelines, and strategic priorities.

Reporting to the Department Site Head of Psychiatry (or delegate for St. Joseph's site) for psychiatry agreements and to the Manager of Physician Support Services for medical secretary purchased service agreements. They will ensure that agreements are clear, cost-effective, and support high-quality patient care delivery. The Analyst will also assist the Department Site Head of Psychiatry with activities related to performance monitoring.

KEY DUTIES AND RESPONSIBILITIES

- Monitor physician purchase service agreements in Psychiatry, as well as service agreements for the provision of psychiatry coverage in community-based primary care clinics
- Support onboarding activities in medical affairs that are specific to psychiatrists, e.g. Creating timecards for newly hired psychiatrists and entering payroll as required.
- Assist with renewing contracts and preparing new contracts based on information provided by Department Site Head
- Distribute agreements, ensure completion and complete HR extensions as needed; Monitor and follow-up with Department Site Head and individuals if deadlines are approaching
- Maintain purchase service agreements for medical secretaries employed by Hospital or Privately for physicians
- Standardize and provide analysis in the collection and utilization of performance measures, develop custom reports for physician performance management and resource utilization, and quality improvement
- Analyze MOH reports & data to determine integrity, systems under-utilization and related process improvement opportunities
- Participate in the management of Electronic Health Record (EHR) data as it relates to the physician user's performance
- Support the development of physician scorecards in psychiatry with Decision Support/Enterprise Analytics to support Department Site Head/delegate review and performance evaluation of Department members, which include monitoring of utilization data and other key performance metrics
- Support the OHIP billing process for hospital-based revenue including communication regarding relevant timelines and processes, review of reconciliation reports, providing summary information to relevant leaders
- Work closely with Finance in understanding funding increases to psychiatrist funding received from MOH for Divested Provincial Psychiatric Hospital funding and through Physician Services Agreement negotiations
- Assist with access to department systems, and other relevant software applications to psychiatrists as required
- Liaise with other team members in Medical Affairs, Finance, Health Information Management, Quality Management and Clinical Decision Support, Leadership Council, and Medical Staff to gather and distribute key information; other work as required

Essential Qualifications

- Bachelor's degree in business studies or business management
- Minimum two years' experience within the last 4 years as a systems or data analyst with demonstrated data and financial management skills.
- Knowledge of the clinical context or health care experience
- Contract management and experience writing contracts/agreements with well-developed negotiation and conflict management/resolution skills
- Ability to create and/or develop business systems according to organizational needs and requirements
- Demonstrated ability to maintain a fast work pace and manage multiple priorities with strict deadlines while maintaining a positive attitude
- Must have well-developed organizational and time management skills with excellent attention to detail and accuracy, analytical and detail-oriented with exceptional problem solving/troubleshooting skills
- Ability to analyze and improve business processes, seek out and adapt technological advances in the areas of knowledge and information management.
- Must possess excellent verbal and written communication and interpersonal skills with ability to communicate concepts clearly Demonstrated ability to maintain confidentiality of privileged staff personal data
- Required ability to travel and work flexible hours as needed
- Strong relationship building and organizational skills required.
- Data and financial management skills.
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you may engage in roles related to teaching and/or research activities in addition to any of your duties.

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*