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| U:\FHCLogo_Stacked CMYK HighRes.jpg |  | **JOB DESCRIPTION** | | |
| Job Title: | Clinical Informatics Analyst | | Reports To: | Director of IT |
| Department: | HIT | | FLSA Status: | Exempt |
| Approved Date | 11/2021 | |  |  |

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| **Position Summary** |

Meets with clinical end users to gather workflow requirements; analyzes, designs, configures, educates and supports the implementation of those requirements; manages projects for the implementation of new functionality and system updates; and ensures application updates follow best practices and change control protocols. Responsible for issue resolution and communication back to clinical end users.

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| **Duties/Responsibilities** |

* Utilize knowledge of clinical practice, regulatory requirements, quality, revenue, efficiency, system capabilities, and evidence-based practice to develop reliable workflows.
  + Works with clinical and IT team members in evaluating the effectiveness of technologies and workflows that impact clinical users.
  + Incorporates evidence-based knowledge into informatics practice.
  + Promotes safe, effective, and efficient use of health IT.
* Promote and support standardization of workflows among similar practice settings.
  + Provides critical analysis and evaluation of health IT and recommends revision of clinical systems, processes, and workflow to ensure achievement of positive patient outcomes.
  + Promotes the use of health IT to improve patient safety by designing, developing, implementing, and educating on health IT systems.
  + Assesses, plans, designs, implements, and evaluates clinical workflow and business processes to define technology needs.
  + Continually assesses the education needs of staff, patients, and families. Plans and contributes to formal and informal education for staff, patients and families.
* Maintain awareness of organizational quality initiatives to ensure workflows will support the goals and facilitate development of reports/dashboards to support the goals.
  + Continuously collects, analyzes, and reports data in collaboration with quality on patient safety issues and outcome to leadership/management.
* Partner closely with application analysts to gain understanding of application capabilities and perspective of how software is designed to be used.
  + Serves as the liaison for health IT efforts representing clinical needs.
* Maintain current knowledge of ongoing IT initiatives that could impact their user base.
  + Monitors the environment, technology, and infrastructure to support the prevention of medical errors and adverse events.
  + Ensures clinical practices and corresponding policies and procedures related to health IT follow appropriate regulatory requirements and other applicable standards.
  + Develops outcomes-oriented work plans and manages project activities and deliverables.
  + Collaborates with leadership in project/program planning and development that supports department and organizational initiatives.
* Responsible for issue resolution and communication back to clinical end users.
* Support the organization as needed.
* Performs other duties as requested.
* Participates in departmental or organizational meetings and trainings.
* Demonstrates ability to use equipment relevant to the position.

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| **Required Skills/Abilities** |

* Demonstrated basic knowledge of change management principles and teamwork
* Excellent ability to collaborate across departments and disciplines
* Ability to interact professionally with internal/external staff, consultants and vendors
* Ability to gather and present information to support project management and related documentation
* Computer skills and proficiency with basic Microsoft office tools
* Exhibits awareness of and sensitivity to cultural, ethnic, and socioeconomic differences among the clinic population and delivers care accordingly.
* Excellent organizational and prioritization skills.
* Effective professional written and verbal communication and interpersonal skills.
* Exceptional attention to detail, organization, and time management skills.
* Ability to self-start, work independently, and work as part of a team
* Ability to make decisions in accordance with established policies and regulations.
* High adaptability and flexibility.
* Ability to maintain confidentiality, respect and dignity of patients.
* Demonstrate passion for and commitment to FHC’s mission and its importance to the community.
* Culturally competent and exhibit cultural sensitivity.

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| **Education and Experience** |

* Bachelor’s degree in Information Services, Business, Healthcare or related field of study.
* 2-5 years of experience in clinical practice

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| **License, Registration, and/or Certification** |

* Current North Dakota or Minnesota nursing license/certification (preferred)
* Informatics certification (preferred)

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| **Typical Physical Demands/Work Environment** |

Occasional standing, walking, lifting, reaching, kneeling, bending and stooping. Talking, typing, hearing/listening, seeing/observing. Requires eye-hand coordination and manual dexterity sufficient to operate a computer, telephone and other office equipment.

Indoors, Environmentally Controlled. The noise level in the work environment is usually quiet.

Sedentary to light work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary to light work involves sitting approximately 75% of the time. Also, involves exerting up to 25 pounds of force intermittently or up to 50 pounds of force infrequently.

*The physical demands and work environment described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Regular and predictable attendance is required of all Family Health Care Employees.*

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*

*I have read and understand the requirements and expectations set forth. I have received a copy of this Job Description and I am able to complete all job responsibilities with or without reasonable accommodation.*