Job Summary:
This position is part of the Northern California Regional Quality and Patient Safety Program with accountability to extract, analyze and report data from all clinical quality and patient safety systems in support Northern California strategic initiatives. The position will translate data into meaningful information and knowledge that supports the region in decision making or determining action that drives Quality and Patient Safety. The position is responsible to initiate, coordinate and provide expertise in analytic projects, working with system and local ministries and departments as indicated. The position will also be responsible for developing and maintaining databases as well as conducting research from primary and secondary data sources, analyzing trends, and developing written and graphic reports/presentations. Additionally, this position is expected to integrate the Sonoma Way, The St. Joseph Way, into activities and assignments. The position is also responsible for reflecting and promoting the mission and philosophy of the St. Joseph Health System.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by management employees in order to achieve the Mission of the St. Joseph Health System (see attached list of behavioral definitions):

**Dignity:** Demonstrates competence in communication, interpersonal relations and leading courageously.

**Excellence:** Demonstrates competence in continuous improvement, continuous learning, accountability, teamwork, motivating and developing others, problem-solving and decision making, displaying financial understanding, managing daily operations, and demonstrating business/job specific knowledge.

**Service:** Demonstrates competence in customer/patient focus, adaptability, and shaping change.

**Justice:** Demonstrates competence in community orientation, stewardship, and strategic planning and action.

Essential Functions:
1. Develop, implement, organize and maintain the information and reports needed to understand and document the clinical outcomes, operational, and financial performance of the ministries of the Northern Region.
2. Collaborate with Quality team, physicians, clinic administrators, health plan partners, to design
routine and ad hoc reports on patients’ health status & utilization to monitor existing Quality programs and drive new quality improvement efforts.

3. Establish SQL database structure and facilitate routine and non-routine importation of data into the database. Assist in creating additional data elements to support the QI efforts.

4. Enhance existing computer programs, reports, and reporting processes to create efficiencies and added value throughout the Northern Region.

Additional Responsibilities:

1. Designs, develops and maintains databases to collect, organize, and analyze primary and secondary data obtained from internal and external sources (Premier, NHSN, RL Solutions, STS, Allscripts, Milliman, EPSI, Amalga, MediTech, PICIS, Crimson, Safety Surveillor/MedMined, etc.).

2. Collaborates and provides analysis and interpretation of data identifying key trends and opportunities for improved performance comparing health system, peer group and comparative groups as appropriate including national benchmarking.

3. Identifies and uses internal and external sources of information for benchmarking and comparative performance, which includes networking with clinical communities, researching literature and agencies and staying current on new indicators and other requirements.

4. Prepares reports, charts, tables and other graphic display of data that demonstrates performance compared to targets/goals, national benchmarks, and/or peer groups. This includes designing and generating system level reports, dashboards and/or scorecards.

5. Extracts and validates with ministries the outcome data used in the health system tracker, perfect care scorecard and other quality/safety initiatives.

6. Creates standard work for production of reports that can be executed by the local ministries, including report templates and reports that can be autopopulated.

7. Perform analytical and special projects, prepare ad hoc reports/data queries as may be assigned/requested, working with the Northern Region leadership.

Knowledge / Skills / Abilities:

- Clinical coding standards like LOINC, SNOMED, ICD, CPT, HL7;
- Working knowledge of health information systems and SQL and relational database systems, performing source to target mappings of native client data, adjudicated claims data, practice management data, and external vendor data to internal database targets;
- Ability to develop semantic mapping of client and standard vocabulary's to internal terminologies and industry standards;
- Select appropriate tools and methods for standard reports; maintain existing application programs,
data transfer processes, and documentation, including oversight of monthly processing and reporting.

- Project management implementations, working with clinical and business intelligence analysts, clinicians and quality improvement teams.

- Recognizes problems and issues, investigates the source of problems, and resolves problems/issues and/or communicates timely with Clinical Excellence leadership.

- Produces documents that are proofed for accuracy and prepared as "ready to release."

- Plans work activities, establishes priorities and schedules, reprioritize work as directives change, follow up on action required, responds in a timely manner, meets scheduled deadlines and devises and implements contingency plans.

- Responds positively to special projects and responsibilities.

- Builds and maintains effective working relationships with other department within SJH or at the ministries.

- Strong analytical and quantitative skills.

- Strong working knowledge of statistics.

- Strong oral and written communication skills.

- Ability to work independently and as part of a team; excellent networking and relationship building skills.

Information Management:

- Treats all information and data within the scope of the position with appropriate confidentiality and security.

Risk Management:

- Cooperates fully in all risk management activities and investigations.

- Reports promptly any suspected or potential violations to laws, regulations, procedures, policies and practices, and cooperates in related investigation.

- Conducts all transactions in compliance with all company policies, procedures, standards and practices.

Additional Requirements:

- Flexibility to travel to any of the Northern region ministries within the Health System.

Minimum Position Qualifications:

Required Education: Undergraduate degree required in business, math, statistics, information technology, health informatics or related subject.

Preferred Education: Master’s degree or equivalent in Health Informatics, Health Information Systems, Computer Science, Mathematics or related field.
**Experience:** Three years of clinical or other healthcare related experience, with additional experience in project management, data collection, analysis, quality/safety, or computer programming.

**Training / License / Certification:** Advanced training in managing, modeling and validating large data sets. SAS or SQL preferred. Skills should include some combination of: SQL Server 2005, 2008, and/or 2012, Data Warehouse design, MS Access

**Preferred Position Qualifications:**
Experience with Premier, MediTech, Amalga and other such databases preferred.

**Environmental Conditions:**
Office environment with heavy computer use at a desk or cubicle.

**Physical Requirements:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

_________________________________  __________________________
Employee’s Signature                   Date

_________________________________  __________________________
Employee’s Print Name                  Employee ID #

_________________________________  __________________________
Supervisor’s Signature                 Date