Employee:  
Department Number: 8231  
Department: Information Technology Services  
Job Title: Clinical Informatics Specialist  
Job Class: 0327  
Job Grade:  
Evaluation Month/Year: 

Audrain Medical Center  
Position Description/Performance Appraisal

Works collaboratively with users of clinical information systems. Utilizes the knowledge and skills of clinical practice to determine clinical functions that are suitable for computer application and to ensure the Information systems are consistent with professional standards of clinical practice. Serves as a liaison between clinical areas and the Information Technology team to communicate user needs and facilitate system modification to meet user needs. Responsible for redesigning and documenting clinical processes supportive of the clinical information systems to create optimal workflow. Other duties as assigned by supervisor/Director.

A. Education  
1. Requires minimum of high school graduation or GED.  
2. Graduation from an accredited school of Professional Nursing.  
3. Current licensure in Missouri as a Registered Professional Nurse or licensure within 90 days of graduation.

B. Experience  
1. Require 2-3 years clinical experience as an RN.  
2. Prefer 1-3 years experience with design and implementation of nursing documentation in a health system.  
3. Proven leadership experience including successful facilitator/liaison within a team.

C. Specific Skills  
1. Computer programming and analytical skills.  
2. Knowledge of ITS operations.  
3. Good verbal and written communication skills.

D. Registry  
1. None.

E. Knowledge  
1. Understanding of computer language being utilized.  
2. Understanding of in-house data processing equipment.  
3. Familiarity of functions of data processing user departments.  
4. Good understanding of privacy issues and security measures to ensure corporate compliance.

F. Personal Traits  
1. Maintain confidentiality.  
2. Verbal, clerical and numerical ability required to write programs and identify and solve problems.  
3. Preference for technical activities and ability to perform a variety of duties.
4. Ability to communicate effectively and work collaboratively with AMC personnel.

G. Physical Demands
   2. Physical Effort: Work is sedentary; requires concentration for long periods of time. Some lifting and carrying of materials seldom exceeding fifty pounds. Some standing and walking.

H. Personal Interaction
   1. Patient contact: None.
   2. Public contact: None.

II. RELATIONSHIP:
   A. Supervised by: ITS Manager
   B. Employees Supervised: None.

III. PROFESSIONAL AFFILIATION:
   A. None.
WEIGHTED FACTORING SCALE
0-FAILED On parts A & C of the performance appraisal, use the factoring scale by multiplying each service standard or specific duty by 0, 1, 2 or 3.
1-NEEDS IMPROVEMENT
2-MEETS EXPECTATION
3-EXCEEDS EXPECTATION

Part C: (Worth 25%)

SPECIFIC DUTIES:

(3)x___ ___ The Clinical Informatics Specialist is a facilitator for collaboration between clinical departments and Information Technology.

(3)x___ ___ Responsible for effectively integrating all aspects of patient care documentation into a patient care data management system.

(3)x___ ___ Assists in design, development, implementation and maintenance of ongoing changes to all clinical applications.

(3)x___ ___ Utilizes critical analysis to plan, problem solve, and to mitigate risk in the deployment on clinical applications.

(3)x___ ___ Recognizes the impact of change and strategically plans communication and education.

(3)x___ ___ Understands the technical capabilities of current systems.

(3)x___ ___ The role is responsible for integrating nursing, Pharmacy, Therapy, Medical Staff and other healthcare provider’s documentation effectively and efficiently within the system parameters by utilizing project management methodologies.

(3)x___ ___ The primary focus is to guide processes within the system capabilities to collect, record and share patient information, reduce redundancy, standardize clinical practice and documentation where possible as well as eliminate forms.

(3)x___ ___ Understands regulatory compliance including The Joint Commission, Centers for Medicare/Medicaid Services, and state licensing requirements.

(3)x___ ___ Understands HIPAA Privacy and Security rules to ensure Corporate Compliance.

(3)x___ ___ Actively participates in improving processes reviewed by accrediting organizations.

(3)x___ ___ Working with Nursing and Ancillaries, functions as Clinical Information expert and collaborates with all levels of leadership, team members and physicians across the system.

(3)x___ ___ Effectively leads system-wide cross-functional teams in a matrix reporting structure, as well as support collaboration and encourage acceptance of and enthusiasm for changes associated with IT.
(3)x___=___ Ability to provide system support including hardware maintenance, troubleshooting, component replacement and repair, system monitoring and the installation and maintenance of software.

(3)x___=___ Excellent oral and written communication skills in a diverse workforce including facilitation and presentation skills.

(3)x___=___ Strong organization, project management, team building and excellent customer service skills.

(3)x___=___ Analytical thinking and creative problem solving skills.

(2)x___=___ Other duties as assigned by supervisor/director.

TOTAL _______
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