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| |  | | --- | | http://glendive.totalcompensationsvs.com:8080/images/topbar.png |   Top of Form  **Job Description Report**  **Mission and Vision**  **Mission:**   |  | | --- | | **We are committed to caring, healing and a healthier community.** |   **Vision:**   |  | | --- | | **We will be the quality leader for health care in the region through promoting patient centered care; embracing a passionate commitment to exceptional quality and safety; providing an exemplary patient experience; attracting and retaining caring, innovative medical providers and employees; achieving cost efficiency through progressive and effective resource management; developing visionary leaders; serving as a catalyst for a growing network of collaborative partners.** |  |  |  |  |  | | --- | --- | --- | --- | | **Position Description** | | | | | **Position Title** | **zz Informatics Nurse - IS** | **Created On:  Revised On:  Reviewed On:** | **09/01/2011  09/01/2011  09/01/2011** | | **HR Review And Approval** | **Initial / Date** | **Dept. Review And Approval:** | **Initial / Date** |   **Job Summary**   |  | | --- | | **The informatics nurse utilizes the sciences of nursing, computer and information to assist in the management and processing of clinical data and information. This position will plan, coordinate and monitor the development, implementation, training, evaluation and maintenance of assigned IS projects.** |  |  | | --- | | **Job Requirements**  **a. Minimum Education Requirement :**  **Must have completed an accredited nursing program.**  **b. Minimum Experience Requirement :**  **Two years minimum clinical experience required Prior informatics experience desirable. Knowledge of Meditech. Knowledge and experience with writing NPR reports. Knowledge and experience in use of Microsoft Office. Knowledge of functions of Plato data analyzer.**  **c. Minimum License Requirement :**  **Current Montana nursing license (RN or LPN).**  **d. Physical Requirement/Working Conditions :**  **Must have good hearing, vision and communication abilities. Must recognize safety issues for self and others and be capable of responding and/or assisting if necessary to safety emergencies. Must be free of any ambulatory impairment that would restrict ability to navigate stairways and corridors at speedy rate for emergencies. Works in an office, which is clean, well lighted, and with appropriate temperature controls. External applicants, as well as position incumbents who become disabled, must be able to perform the essential functions, either unaided or with the assistance of a reasonable accommodation to be determined on a case-by-case basis.**  **Job Overview** |  |  |  |  | | --- | --- | --- | | **Job Specific Information** | | | | **Does this position have Clinical Patient Contact?** |  |  | |  | | | | **Jobýs Impact on Patients:** |  |  | |  | | | | **Does this position have Supervisory responsibility?** | **No** |  | |  | | | | **Access:** |  |  | |  | | | | **General Purpose of Communication:** |  |  | |  | | | | **Does this job have access to confidential information?** |  |  | |  | | | | **Knowledge Required Category :** | **Specialized (e.g. Accountant, Nurse, Rad Tech, Licensed Elect.)** |  | |  | | | | **Information Workflow:** | **Information is selected and analyzed (e.g. Financial Analyst, Supervisor, Clinical Pharmacist)** |  | |  | | | | **OT/On Call/Deadline:** | **OT:6-10** |  | | **On Call:None** |  | | **Deadlines:Some** |  | |  | | | | **PHYSICAL REQUIREMENTS/WORKING CONDITIONS :** | **Medium Work:Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.** |  | |  | | | | **BLOOD BORNE PATHOGEN EXPOSURE :** | **Category I: Job usually involves physical contact with patients or patient specimens. Exposure to blood, body fluids, non-intact skin or tissue specimens, is possible.** |  | |  | | | | **PROTECTED HEALTH INFORMATION ACCESS LEVEL :** |  |  |   **Organizational Key Results Areas**   |  |  | | --- | --- | | **Key Result Area** | **Performance Standards** | | **Safety**  **Weight 9.00 %** | **(B)** | |  | | | **Decision Making**  **Weight 9.00 %** | **(B)** | |  | | | **Compliance**  **Weight 9.00 %** | **(B)** | |  | | | **Problem Solving**  **Weight 9.00 %** | **(B)** | |  | | | **Customer Service**  **Weight 10.00 %** | **(B)** | |  | | | **Teamwork**  **Weight 9.00 %** | **(B)** | |  | | | **Communications & Interpersonal Skills**  **Weight 9.00 %** | **(B)** | |  | | | **Diversity**  **Weight 9.00 %** | **(B)** | |  | | | **Adaptability**  **Weight 9.00 %** | **(B)** | |  | | | **Flexibility**  **Weight 9.00 %** | **(B)** | |  | | | **Employee Development**  **Weight 9.00 %** | **(B)** |   **Job Specific Key Results Areas**   |  |  | | --- | --- | | **Key Result Area** | **Performance Standards** | | **Coordination**  **Weight 60.00 %** | **Maintains a level of knowledge of current technology in relation to clinical systems through reading communications, attending classes/user group meetings as required/available and in researching new documentation from clinical software provider(s). Analyzes new software products for increased productivity.** | | **Acts as an internal consultant for end-users with the goal of getting the best possible benefit and outcome from the applications.** | | **Determines each departmentýs functional requirements by analyzing departmental questionnaires, conducting interviews with key personnel in each department, and collecting information about the use of current system.** | | **Implements new software by collaborating with IS Director for software needs to implement new information systems services, setting up timelines for completion of project, setting up and implementing training schedule with appropriate department and developing polices for integrated use of new computer programs.** | | **Keeps informed of other clinical applications and serves as a resource in identifying potential conflicts and complimentary uses of software.** | | **Sets up and maintains dictionaries in assigned Meditech modules. Prepares for updates to assigned modules.** | | **Sets up passwords. Helps maintain menus to assure appropriate access is given to patient databases and dictionaries.** | | **Sets up customer defined screens.** | | **Reviews and evaluates results of automated systems on clinical practice in order to improve delivery of care.** | | **Serves as the IS liaison with medical providers. Collaborates with other clinical health-team members.** | | **Serves on various GMC committees necessary for reviewing and revising delivery of clinical systems and procedures.** | | **Utilizes professional and technical clinical background to adapt computer technology to various patient populations.** | | **Creates and revises documentation.** | | **Assesses clinical systems and established routines making recommendations regarding improved delivery. Assists in implementing approved recommendations.** | | **As changes are implemented in major systems, helps to test and audit the process, working out issues and making/documenting the changes/corrections as required.** | | **Coordinates enhancements and/or modifications eliminating barriers to effective clinical services.** | | **Trouble shoots problems and makes contingency plans. Ensures minimal system downtime.** | | **Plans and tests enhancements and/or modifications.** | | **Meets task timelines for projects. Keeps supervisor informed about progress with assigned tasks and provides timely alerts when obstacles or issues are discovered.** | | **Identifies, analyzes, tracks and reports system and other related problems and issues through the appropriate internal or external reporting system.** | | **Identifies, documents, and maintains model and customized reports to meet departmental and end user requirements.** | | **Demonstrates prototype functions to Administrative and departmental contacts. Analyzes requested changes and incorporates feedback into iterative design and development process.** | | **Participates in interface testing as necessary prior to implementation or as needed.** | | **Utilizes professional and technical clinical background to adapt computer technology to various patient populations.** | | **Creates and revises documentation.** | |  | | | **Training/Support**  **Weight 35.00 %** | **Provides initial clinical applications training to staff as requested.** | | **Works with nursing Directors and Administration to reconcile policies and procedures to mesh with computerized clinical documentation.** | | **Listens to and works with users to identify and resolve problems and assists in making changes that are necessary.** | | **Provides training to department ýsuper usersý and ancillary departmentsý staff.** | | **Provides end user instruction and documentation.** | | **Assists in developing departmental education materials.** | | **Monitors/reviews procedural materials.** | | **Provides technical support and guidance to end-users. Must be able to express their knowledge and concepts to the most novices of users.** | | **Researches and responds to questions received via walk-ins, telephone calls, email, fax, voicemail, letters, and callbacks in a timely manner, in accordance with current standards, to promote satisfactory resolutions.** | | **Prioritizes user and support issues and provides that information to other IS staff when escalating calls.** | | **Maintains system security as per IS policies.** | | **Prioritizes user and support issues and provides that information to other Support Services Staff when escalating calls.** | | **Documents all calls/requests made to IS and the solutions.** | | **Monitors interfaces including being able to identify when there is an issue and when it should be escalated.** | | **Attends IS departmental and team meetings. Attends project planning and other meetings as required by work assignments.** | | **Maintains records, teaching plans, attendance records; manuals for all classes taught.** | | **Prepares training material; policies and procedures related to clinical informatics charting and system use. Obtains ID forms and confidentiality statements from all being trained.** | | **Regularly communicates with staff regarding clinical systems issues about changes, to clarify new procedures, to document problems, to learn of user needs for education or hardware issues.** | | **Maintains knowledge about changes in practice and unit specific processes that integrate with use of clinical information systems (attending council meetings, department meetings as needed, etc.)** | | **Monitors and investigates deviations from policies and procedures. Prepares reports as requested and provides feedback to leadership and staff regarding data obtained as appropriate.** | | **Works with performance improvement dept and PI teams as a resource. Assists with data collection and also with reporting of results.** | | **Works with clinical areas in the implementation of new data collection methods to support performance improvement initiatives.** | |  | | | **Performs Other Duties as Required**  **Weight 5.00 %** | **Performs other duties as required.** | | **Always attends mandatory in-services and/or meetings or makes arrangements with the appropriate supervisor for satisfactory compliance.** | | **Completes all job functions as per department and organization policies and procedures.** | | **Maintains current knowledge in present areas of responsibility (e.g. attends ongoing educational programs).** | | **Demonstrates responsibility for scope of position/own standard of practice.** | | **Demonstrates required competency at all levels in providing care or service to all customers based on age, sex, cultural and demonstrated needs. Has attended required training and demonstrates usage of population specific customer service practices.** | | **Maintains required skills, licensure, regulatory requirements, and credentials needed to perform assigned duties.** | | **Demonstrates full knowledge of current positionýs and departmentýs relationship to flow of services and care plan of the customer. Demonstrates understanding of all other services of the organization.** |   Top of Form   |  | | --- | | **Employee Statement of Understanding** |  |  | | --- | |  | | **I agree that, as an Employee of GMC, I have a legal and moral responsibility to protect the confidentiality of privileged information obtained by me in fulfilling the duties related to my employment. I agree not to share or release patient health information or other confidential information to anyone who does not have a right or need to know. I understand that not following HIPAA Privacy Policies and/or improperly communicating confidential information (i.e., the release, possession, copying, use, reading or discussion of such information inappropriately or without proper authorization) is strictly prohibited and considered grounds for disciplinary action up to and including termination of employment.**  **I have read, understand and acknowledge the requirements of this job description.** | |  | | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **Employee Name (Print)** |  | **Date**: |  | |  |  |  |  | | **Employee Signature** |  | **Date**: |  | |  |  |  |  | | **Manager Signature** |  | **Date** |  | |  |  |  |  | | **Director Signature** |  | **Date** |  | |  |  | | --- | |  |  |  | | --- | | **Note : This document is intended to describe the general nature and level of work being performed. The statements in this document are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this position.** |  |  | | --- | |  | |  |   Bottom of Form  Bottom of Form |