SHERIDAN MEMORIAL HOSPITAL ASSOCIATION JOB DESCRIPTION

JOB TITLE: Informatics

HOURS/WEEK: 40 hr per week

DEPARTMENT: Information Services

IMMEDIATE SUPERVISOR: Director of Human Resources

WORK SCHEDULE (HOURS): 8:00 – 5:00 Monday-Friday

FLSA: Nonexempt

**JOB SUMMARY**:

Under moderate supervision, 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 build, problem solve and teach staff regarding electronic documentation systems and automated medication delivery systems. Additional duties include coordinating and monitoring of meaningful use, and is accountable for meaningful use quality reporting and employee training. Responsible for the program development for EHR training of new users and on-going training for established users.

**REPORTING RELATIONSHIP**:

 The Informatics Nurse is directly responsible to the Director of Human Resources and will have a close working relationship with the Billings Clinic Clinical regional team and SMHA department managers.

**ESSENTIAL JOB FUNCTIONS**

1. Serves as the primary technology resource for the implementation and on-going development of clinical information systems in Nursing. Coordinates closely with the Billings Clinic regional team, department managers staff members, key stakeholders and software vendors for the planning, analysis, design, implementation, evaluation and support for business solutions and resources needed to meet business goals and objectives.

1. Acts as a liaison and expert resource with the user community, BC regional team, & software vendor to identify problems and concerns regarding the overall performance of the clinical information system(s) in Nursing. Researches, analyzes and makes recommendations and/or initiates corrective action to resolve problems with the internal functionality of the system and/or integration of information between systems. Provides the BC regional team & software vendor with recommendations for system enhancements, detailed information regarding technical or functionality problems and coordinates implementation of recommended fixes received.
2. Provides technical support and acts as a resource responding to procedural questions regarding system functionality and technical interaction with other SMH system applications. Develops and executes plans for evaluation of the informatics solution including measurement, disseminating results, and recommending changes to the informatics system. Applies advanced design solutions based on capabilities of software, hardware, and usability principles. Coordinates with BC regional team to develop process redesign recommendations leading to a solution and/or functional system requirement. Duties include project management for strategic and/or tactical projects, system testing, conversion planning, facilitation of organizational change, coordination and performance of daily support/maintenance activities, program development for orientation/training of new users and on-going education and training for established users.
3. Participates in the development of policies and procedures as it relates to facilitation of the integration of data/information from one system to another, access, security, and utilization of the information system(s).
4. Responsible for the successful planning and execution of all SMHA projects related to Meaningful Use, including coordination, monitoring, and status reporting of all clinical and technological components related to the demonstration of Meaningful Use across the health system.
	1. Coordinates with the BC meaningful use coordinator & regional team to:
		1. Interpret and define the MU regulatory requirements.
		2. Create a comprehensive project schedule.
		3. Support and coordination of all MU working groups.
		4. Provide & submit attestation information & audit documentation.
		5. Educate SMHA staff & end users regarding meaningful use requirements.
5. Develops innovative quality improvement activities related to informatics or information technology within Nursing and/or the organization resulting in improved information flow and/or processes, improved quality outcomes, etc.
6. Identifies needs and sets goals for own growth and development; meets all mandatory organizational and departmental requirements. Maintains current knowledge of trends and developments as it relates to information management systems and the assigned department, business unit and/or organization.
7. Maintains competency in all organizational, departmental and outside agency safety standards relevant to job performance.
8. Performs other duties as assigned or needed to meet the needs of the department/organization.

**REQUIRED MINIMUM QUALIFICATIONS**

1. Graduate of an accredited school of nursing as a Registered Nurse
2. Bachelor’s degree, preferred
3. Two (2) years’ experience involving the implementation, establishment, updating and/or maintenance of an information system, preferred
4. Demonstrated project management skills
5. Current Montana license as a Registered Nurse
6. Or an equivalent combination of education and experience relating to the above tasks, knowledge, skills and abilities will be considered.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. SMHA policy and procedures, both organizational and departmental
2. Computers, hardware and software
3. SMHA Code of Business Conduct
4. SMHA Corporate Compliance Program
5. HIPAA and confidentiality requirements
6. Patient’s/resident’s rights
7. Customer service interaction
8. Leadership principles and theories
* Health care trends as it relates to nursing practices and clinical information technology systems
* Software application operations, technical support, troubleshooting and maintenance
* Computer and network concepts
* Information technology principles
* Business and clinical workflow processes for nursing and patient care areas
* Extraction/reporting of system information
* SMHA health care services and programs, helpful
* Nursing principles and practices
1. Advanced professional communication skills, both verbal and written
2. Microsoft Windows and Office programs (Word, Excel, PowerPoint, Access, etc.)
3. Strong organizational, analytical, planning and project management skills
4. Leading project teams to achieve established project milestones, completion deadlines, etc.
5. Functioning at a conceptual and detailed level
6. Problem identification, troubleshooting and resolution
7. Planning, designing and implementation of information system(s)
8. Gather, analyze, compile and present credible information to diverse groups and audiences
9. Health care information management, report writing and database extractions
10. Working collaboratively within a team environment to identify needs and issues
11. Application of clinical expertise within the practice of nursing
12. Incorporate cultural diversity and age appropriate care into all aspects of communication and patient care; scope of services provided will encompass age groups from infant through geriatric
13. Communicate clearly and effectively, both verbal and written
14. Establish and maintain collaborative relationships
15. Communicate information and train/educate system users at all levels
16. Work independently with minimal supervision
17. Work effectively in a team environment
18. Maintain flexibility to adapt to a variety of work load assignments
* Coordinate multiple projects simultaneously and work with frequent interruptions and competing priorities
* Respond calmly and professionally when dealing with difficult or emergent situations
* Read and interpret documentation and technical manuals
* Manual dexterity to operate a variety of office and computer equipment

**WORK ENVIRONMENT AND PHYSICAL EFFORT:**

* *The noise level in the work environment is usually moderate.*
* *May be subjected to frequent interruptions.*
* *Is involved with personnel, government agencies/personnel, etc. under all conditions/circumstances.*
* *Is subject to hostile and emotionally upset personnel.*
* *Communicates with the medical staff, nursing personnel, and other department supervisors.*
* *No or very limited physical effort required.*
* *No or very limited exposure to physical risk.*

I have read this job description and fully understand the requirements. I hereby accept the position of Informatics Nurse and agree to abide by the requirement(s) set forth and will perform all duties and responsibilities to the best of my ability.

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 Signature of Nurse Informatics Date

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 Signature of Supervisor Date