SUMMIT PACIFIC
- MEDICAL CENTER -

JOB DESCRIPTION: Clinical Informatics Specialist

REPORTS TO: I.T. Manager

PURPOSE:
The primary role of the Clinical Informatics Specialist will be to apply knowledge of nursing and informatics to assist in the design, development, and ongoing modification of computerized health care systems. Educate staff and assist in problem solving to promote the implementation of the health care system.

JOB FUNCTIONS:
Every effort has been made to make your job description as complete as possible. It in no way, however, states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

This is a 40 hour per week (1.0 FTE), non-exempt, hourly position.

SPECIFIC DUTIES:
- Analyze and interpret patient, nursing, or information systems data to improve clinical services.
- Analyze computer and information technologies to determine applicability to nursing practice, administration and back-office functions.
- Design, develop, select, test, implement, and evaluate new or modified informatics solutions, data structures, and decision-support mechanisms to support patients, health care professionals, and their information management and human to computer and human to technology interactions within health care contexts.
- Develop or deliver training programs for health information technology, creating operating manuals as needed.
- Develop or implement policies or practices to ensure the privacy, confidentiality, or security of patient information.
- Develop, implement or evaluate health information technology applications, tools, processes or structures to assist nurses, physicians, and other providers with data management.
- Identify, collect, record or analyze data that are relevant to the nursing care of patients.
- Read current literature, talk with colleagues, and participate in professional organizations or conferences to keep abreast of developments in informatics.
- Translate nursing practice information between nurses and systems engineers, analysts, or designers using object-oriented models or other techniques.
- Apply knowledge of computer science, information science, nursing, and informatics theory to nursing practice, education, administration, or research, in collaboration with other health informatics specialists.
• Develop strategies, policies or procedures for introducing, evaluating or modifying information technology applied to nursing practice, administration, education, or research.
• Disseminate information about nursing informatics science and practice to the profession, other health care professions, nursing students, and the public.
• Provide consultation to nurses regarding hardware or software configuration.
• Use informatics science to design or implement health information technology applications to resolve clinical or health care administrative problems.
• Team player who supports the fundamentals of project management with a customer service focus and reflects the Hospital District’s mission and philosophy

MINIMUM EXPERIENCE:
• Education: A Registered Nurse license or Informatics certifications, or BSN
• Experience: A minimum of five years of direct patient care.
• Other Qualifications: Proven ability to provide leadership, delegate, coordinate and motivate staff and to evaluate performance. Must possess an ability to travel throughout the district as well as to meetings and seminars throughout the US.

PREFERRED EXPERIENCE:
• A Bachelor's Degree is preferable, though years of experience can substitute.
• Experience with teaching or training on new I.T. systems.
• Project management experience.
• Experience and/or certification in Clinical Informatics.

REQUIREMENTS:
• Proficient in the use of Microsoft Excel, Microsoft Word, Microsoft Outlook, web tools, shared drives.
• Works professionally as a member of the team and has interpersonal skills required to interact with staff members and department managers.
• Strong time management skills, highly organized, good communication skills, ability to train others by imparting knowledge in a meaningful and thorough manner.
• Must have a proven track record of demonstrating problem solving and independent thinking skills.
• Must function independently, have flexibility, and maintain personal integrity.
• Requires self-dependent travel within the Hospital District’s boundaries; generally to and from the clinic sites.
• Must possess a proven track record of being dependable and have character consistent with that of a good steward of public resources.
• Occasional overtime may be required.

SPECIFIC PHYSICAL REQUIREMENT:

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<th>Seldom</th>
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<td>Lifting 0-35 lbs</td>
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<td>Carrying 0-35 lbs</td>
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**SPECIFIC REQUIREMENTS:**
- Must be able to read, write, and speak the English language.
- Must be willing to receive the flu vaccine.
- Vision, hearing, and speech: Within normal range with or without corrective devices

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Copies:
- Original- HR
- Copy- Employee
- Copy- Manager (if h/she wants a copy)