

Position Description

INCUMBENT _____ CSN N

PRESENT CLASSIFICATION Clinical Practice Data Analyst Specialist DATE _____

DEPARTMENT/DIVISION Office of the CMO

Position Function

Under the general supervision of the Clinical Practice Data Analyst Manager, this position assists with the interpretation of data sets for improvement in clinical workflow. This position assists in the development of data and reporting requirements by gathering information and analyzing data. This position will function as part of the Quality Improvement and Clinical Analytics team to validate and report data that will be used for regulatory reporting and quality improvement. They will work with the informatics team to make sure all upgrades and implementations will coincide with our current and future clinical data report goals.

Organizational Relationship

This position reports to the Clinical Practice Data Analyst Manager who reports to the Director of Quality Improvement and Clinical Analytics.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Analyst Duties

1. Assists in creation of data reports from existing databases based on needs analysis of health system leadership, clinicians, and teams and research of best practice
2. Assists with decision support to determine efficient capture and merging of information from optimal sources and access to business intelligence tools to generate reports
3. Assists in designing dashboards using data that is provided by TW. This position will provide easy customer access to clinical information needed for past and future clinical data. This data will support the health system's analysis, planning, and improvement needs
4. Assists in analysis of data sets/reports, including interpretation of statistical trends and patterns of variation and implications for clinical practice improvement initiatives
5. Assists in data validation to ensure accuracy/completeness of data
6. Utilizes software to generate trended run chart displays and statistical process control charts

7. Assists in testing, implementation and training as appropriate of new reporting software or database management systems.
8. Participates in Quality and Safety and Clinical informatics workgroups when needed.
9. Assists in improvement of clinical practice through the use of technology and data
10. Works with the Clinical informatics teams to educate end users on reporting measures and areas where improvement is needed.
11. Assists in developing workflows and reporting for regulatory reporting measures and to enhance patient care in conjunction with the Population Health Management and the Quality Improvement and Clinical Analytics Office as directed
13. Works with the Director of Quality Improvement and Clinical Analytics in implementing performance improvement activities within clinical departments and clinical support units to promote efficient, effective, and equitable patient care.

Knowledge, Skills and Abilities (KSAs)

1. Experience with translating clinical practice data and reporting requirements into technical design documents and reports
2. Knowledge and experience in the preparation of various operations reports including documentation of end user reporting and analytical requirements
3. Understanding of Electronic Health Record (EHR) system
4. Knowledge of relational databases, query reporting, and report specification development
5. Proficiency with Excel analytical functions, tools, and pivot tables or experience with a statistical package such as SAS, SPSS, or Minitab
6. Analytical ability and the skill in interpretation of analytical results for operational, quality, and research projects
7. Project management and effective time management skills
8. Ability to communicate effectively both verbally and in writing
9. Ability to learn and utilize new software applications for data entry and reporting
10. Analytical problem solving skills with attention to detail.
11. Sensitive to the needs of underrepresented minority populations

Responsibility

1. Supervisory Controls - Under general supervision of the Clinical Practice Data Analyst Manager this position is expected to independently prioritize requests from multiple areas, seeking direction from leadership if conflicts arise.
2. Guidelines - This position operates under the general directives and guidelines from the CMO/CMIO within the rules, policies, and operational procedures of SIU Medicine, SIU School of Medicine, SIU Board of Trustees, and the laws of the State of Illinois.

Difficulty

1. Complexity - Must be able to understand and document complex clinical practice workflows and understand how the data is collected and stored for multiple clinical practice systems.
2. Scope and Effect - Primarily SIU Medicine operations, quality and safety and administrative areas. Departmental administrative and clinical areas. Also provide support for research and administrative departments in areas related to clinical practice data.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Personal Contacts

The majority of contacts will occur with SIU Medicine operations and quality and safety personnel, departmental analysts, researchers, clinical managers, and end users.

Desired Qualifications

In addition to a bachelor degree requirement, desire at least 20 semester hours in Computer Science, Computer Information Systems, Information Management/Technology, Statistics, Quantitative Methods, Operations Research, Mathematical Modeling, Health/Clinical Informatics, Management Engineering, or Epidemiology, or a closely related discipline

Working Conditions

See attached Physical and Environmental Requirements form.

INCUMBENT: _____ DATE: _____

REVIEWED BY: Vidhya Prakash, MD DATE: _____
 Chief Medical Officer