

JOB DESCRIPTION/PERFORMANCE EVALUATION FORM

Position: Clinical IT Analyst

POSITION TITLE: Clinical IT Analyst	DEPARTMENT: Information Technology
APPROVED BY: Information Systems Leader	IHA JOB CODE: Click here to enter text.
LATEST REVIEW OF JOB DESCRIPTION: 5/14 Information Systems Leader	LATEST REVISION OF JOB DESCRIPTION: 5/14 Information Systems Leader
FORMER REVISION: 5/14	EXEMPTION STATUS: Exempt X Non-exempt

Job Summary:

The Analyst's role is to serve as the primary on-site clinical IT resource for managing, implementing, updating and supporting the Clinical Information System and related components in both the inpatient and outpatient settings. Responsible for managing electronic medical record (EMR) incidents and fulfill requests from end users and managers. Performs routine training directly related to the EMR to ensure continued competency of all relevant staff. Identifies and executes opportunities to improve patient care and streamline efficiencies in all clinical practices through the use of the EMR and other related technologies. Oversees and participates in needs assessment, implementation, end user support, training, reporting and management of the Clinical Information System [EMR] and related components.

JOB QUALIFICATIONS:

Education and Training:

Advanced working knowledge of computers and Microsoft Office required. RN with experience in healthcare is preferred. Bachelors in healthcare is preferred.

Licensures/ Certifications:

[Click here to enter text.](#)

Experience:

Experience in healthcare using McKesson products is required
Experience with Meaningful Use measurements & attestation is preferred.
Experience working in a team-oriented, collaborative environment is preferred.

Skills and Abilities:

Hours are primarily days.
Various shifts and weekends are required to meet expected schedules and timelines.
Serves as key on-site clinical IT resource for facility implementation and support of an Electronic Medical Record.
Assists end users with incidents related to the EMR, and resolves issues.
Responsible for working directly with hospital staff, leaders, and medical providers to identify opportunities to improve patient care and streamline efficiencies through the use of an EMR and all related technologies.
Work with staff to ensure procedures are followed correctly; ensuring clinical data is collected and processed accurately.

Develop training material and conduct periodic meetings to effectively educate staff on procedure changes, enhancements and updates.

Assists in the evaluation of new electronic clinical applications, hardware and other resources.

Document analysis of product evaluation.

Provides clear expectations for project plan and utilizes Super Users to assist with education and training.

Maintains strict confidentiality and adheres to HIPAA policy and procedures.

Supports and adheres to the facility compliance policies and employee behavior standards as directed by the Administrator, Compliance Office, and Board of Trustees.

Document needs assessment and budgeting requirements. Present information to appropriate Leader.

Effective interpersonal skills and relationship-building skills.

Strong written and oral communication skills.

Understanding of hospital policies and procedures.

Basic knowledge in the area(s) of IT systems integration and applications

Ability to operate tools, components, and peripheral accessories.

Understanding of the organization's goals and objectives.

Self motivated and directed.

Keen attention to detail.

Analytical and problem-solving abilities.

Ability to effectively prioritize and execute tasks in a high-pressure environment.

Experience working in a team-oriented, collaborative environment.

Strong customer-service orientation.

Maintains personal hygiene and appearance appropriate for the position.

Demonstrates professional conduct.

Accepts and responds to constructive criticism and suggestions, thereby striving for self improvement and facility improvement.

Demonstrates the ability to initiate, accept, and implement change.

Demonstrates basic knowledge of phone etiquette and courtesy in contacts with patients and their families, co-workers, visitors, and professional contacts.

Displays self-respect and pride in the facility,

REPORTING RELATIONSHIPS:

Reports to: Information Systems Leader

Supervises: [Click here to enter text.](#)

Security Access: Based on matrix in HR- each position will be assigned "HIGH", "MEDIUM", or "LOW"
Employee has access to restricted or confidential patient/financial information and must comply with the terms of Davis County Hospital Security Policies as it applies to their job role.

JOB PERFORMANCE DEFINITIONS:

5 – Outstanding. Consistently performs above the job expectations, continuously producing high quality results.

4 – Exceeds Job Requirements. Often performs above the job expectations, often producing high quality results.

3 – Fully Competent. Employee successfully performs all essential job functions on a continuous basis. May occasionally exceed performance expectations. An employee who is new in a position, but who has not yet become fully competent may still be rated a "3" if they are progressing at expected levels.

2 – Below Job Requirements. Usually successfully performs most job functions. May occasionally not meet some performance expectations.

1 – Unsatisfactory. Employee may meet some requirements of the job, however, one or more primary job functions need improvement

Reminder: Comments must be added for each area in which the standard has been exceeded (4 & 5's) or the standard is below (2 & 1's). Performance Improvement Plans also need to be developed for standards that is below (2 & 1's). See HR for the PIP form.

Duties and Responsibilities

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

	Evaluation				
	5	4	3	2	1
Serves as key on-site clinical IT resource for facility implementation and support of an Electronic Medical Record.					
Comments: Click here to enter text.					
Assists end users with incidents related to the EMR, and resolves issues.					
Comments: Click here to enter text.					
Responsible for working directly with hospital staff, leaders, and medical providers to identify opportunities to improve patient care and streamline efficiencies through the use of an EMR and all related technologies.					
Comments: Click here to enter text.					
Work with staff to ensure procedures are followed correctly; ensuring clinical data is collected and processed accurately.					
Comments: Click here to enter text.					
Develop training material and conduct periodic meetings to effectively educate staff on procedure changes, enhancements and updates.					
Comments: Click here to enter text.					
Assists in the evaluation of new electronic clinical applications, hardware and other resources. Document analysis of product evaluation.					
Comments: Click here to enter text.					
Provides clear expectations for project plan and utilizes Super Users to assist with education and training.					
Comments: Click here to enter text.					
Maintains strict confidentiality and adheres to HIPAA policy and					

procedures.					
Comments: Click here to enter text.					
Supports and adheres to the facility compliance policies and employee behavior standards as directed by the Administrator, Compliance Office, and Board of Trustees.	5	4	3	2	1
Comments: Click here to enter text.					
Document needs assessment and budgeting requirements. Present information to appropriate Leader.	5	4	3	2	1
Comments: Click here to enter text.					
Behavior Expectations for all Employees					
	Evaluation				
Mission and Commitment- Demonstrates commitment to DCH mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures.	5	4	3	2	1
Comments: Click here to enter text.					
Personal Characteristics/Ethics- Acts with integrity. Builds relationships on trust and respect. Holds self and others accountable; admits mistakes and learns from them.	5	4	3	2	1
Comments: Click here to enter text.					
Customer/Patient Focus- Makes customers/patients and their needs a primary focus. Is dedicated to meeting the expectations of internal and external customers/patients. Represents organization in a positive and professional manner. Solicits customer/patient feedback and uses it for improvement in service.	5	4	3	2	1
Comments: Click here to enter text.					
Teamwork- Actively participates as a team member to work toward completion of goals.	5	4	3	2	1
Comments: Click here to enter text.					
Continuous Improvement- Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact.	5	4	3	2	1
Comments: Click here to enter text.					
Excellence – Demonstrates passion for excellence in day to day work activities. Delivers high quality results on time, contributes to departmental/organizational quality and / or process improvement efforts.	5	4	3	2	1
Comments: Click here to enter text.					

Collaboration /Communication- communicates and interacts appropriately with all personnel, is open to others' ideas and opinions, supports the department's/organization's efforts, maintains confidentiality, is viewed by others as an example of professional, considerate behavior. Maintains flexibility to adapt to different methods of achieving work-related goals. Open to change.	5	4	3	2	1
Comments: Click here to enter text.					
Stewardship- Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates social responsibility. Is green	5	4	3	2	1
Comments: Click here to enter text.					
Orientation- Assists with new employee orientation. Creates a receptive environment for new employees, making them welcome and assisting both informally and formally with new employee orientation.	5	4	3	2	1
Comments: Click here to enter text.					
Dress Code- Wears ID badge at all times. Follows DCH dress code policy.	5	4	3	2	1
Comments: Click here to enter text.					
Attendance- Maintains proper attendance- stays within attendance policy guidelines. Regular/reliable attendance is required. Demonstrates flexibility in scheduling.	5	4	3	2	1
Comments: Click here to enter text.					
Safety- Demonstrates safe work habits and knowledge of all related requirements and practices relative to job assignment. Completes incident reports according to policy for work-related illness or injury. Follows all established infection control practices. Assists in maintaining a safe environment at DCH. Knows emergency plans and participates in all emergency preparedness activities (including drills) in a professional and competent manner.	5	4	3	2	1
Comments: Click here to enter text.					

Physical Demands/Work Environment
<p>PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional = 33% or less of work day.)</p> <p>Constant: Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</p> <p>Reaching: Extending hands(s) and arm(s) in any direction.</p> <p>Standing: Particularly for sustained periods of time.</p> <p>Walking: Moving about on foot to accomplish tasks, particularly for long distances.</p> <p>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from</p>

position-to-position. This factor is important if it occurs to extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sounds at normal range. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machine parts.

Frequent: Kneeling: Bending legs at knee to come to a rest or knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Repetitive Motion: Containing all movements mentioned and/or substantial movements (motions) of the wrists, hands and/or fingers.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

PHYSICAL REQUIREMENTS:

HEAVY WORK: Exerting up to 50 pounds of force occasionally or up to 20 pounds of force constantly to move objects.

WORKING CONDITIONS:

- The worker is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- The worker may be required to wear "Personal Protective Equipment".

VISUAL ACUITY REQUIREMENTS:

• **MACHINE OPERATORS** (including inspection), **INSPECTION CLOSE ASSEMBLY**, **CLERICAL**, **ADMINISTRATIVE:** This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes. This involves accuracy and neatness of work.

INTELLECTUAL/EMOTIONAL REQUIREMENTS:

- Adaptability to accepting responsibility for the direction, control or planning of an activity.
- Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint.
- Adaptability of influencing people in their opinions, attitudes or judgments about ideas or things.
- Adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.

- Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
 - Adaptability to dealing with people beyond giving and receiving instructions.
 - Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedures sequence or pace.
 - Adaptability to performing under stress when confronted with emergency, critical, unusual or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
 - Adaptability to situations requiring the precise attainment of set limits, tolerances or standards.
- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

Goals- mutually set between employee and leader			
		Met	Not Met
Current	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		
Future	1 Click here to enter text.		
	2 Click here to enter text.		
	3 Click here to enter text.		

In signing this report the employee does not indicate agreement, but acknowledges he/she has received it. If he/she wishes to add a written statement concerning any part of the report, he/she may use the section below or attach an additional page.

I am attesting that I have reviewed the Employee Confidentiality Statement, the Standards of Conduct, and the DCH Behavioral Standards.

Employee signature/date Department

Manager signature/date

Senior Team signature/date