JOB ANNOUNCEMENT
(INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title:	IT Clinical Analyst		
Division:	Information Technology	**Department:**	Information Technology
Reports to:	Project Director	**Classification:**	Regular, Full Time
Opening Date:	Thursday, February 14, 2019	**Closing Date:**	Friday, February 22, 2019

ANTICIPATED WORK SCHEDULE
(Hour of operation and schedule subject to change)

Department Hours of Operation	**Schedule** Schedule is subject to change dependent on rotational shifts and hours of operation.

BASIC PURPOSE OF THE JOB

Responsible for the evaluation, implementation, and maintenance of clinical documentation applications for the hospital. The clinical applications analyst is an integral part of hospital information services teams. In addition, the analyst will work closely with the quality improvement and clinical services programs.

QUALIFICATIONS

Minimum Education	▪ Bachelor's degree in nursing or healthcare-related field. ▪ Advanced degree preferred.
Minimum Work Experience	▪ Two (2) years of experience as a Registered Nurse. ▪ Two to five years of experience as a Clinical Analyst preferred. ▪ Experience in automated healthcare systems and applications
Required Licenses / Certifications	▪ Registered Nurse license from the Territory of Guam
Required Skills, Knowledge and Abilities	▪ Demonstrated written and oral communications and educational skills. ▪ Able to present design concepts and system functions in an understandable, logical, and concise manner.

OVERVIEW OF JOB RESPONSIBILITIES

1. Researches and evaluates current clinical needs to determine clinical documentation systems solutions that will achieve greater efficiency and effectiveness.

2. Analyzes and documents detailed clinical documentation system factors, including input and output requirements, information flow, hardware, software, and alternative methods of problem resolution.

3. Determines project plan in conjunction with appropriate IT staff for the implementation of clinical documentation systems including remote access component.

4. Provides guidance and coordination in the planning and scheduling of assigned systems projects with appropriate sections of IS department.

5. Schedules and executes system tests to ensure effectiveness in meeting user needs.

6. Responsible for the preparation of complete clinical documentation system training program and user operating procedures.

7. Ensures clinical documentation system compliance with practice regulations and conditions of participation as set forth by HCFA, DPH, and JCAHO.

8. Participates in the development of new clinical applications project proposals with emphasis on cost/benefits.

9. Ensures the continuing effectiveness of current systems through appropriate testing and modification.

10. Participates in off-hours on-call schedule to resolve critical clinical application software issues.

11. Performs assigned duties as Clinical Operations Support (Registered Nurse).

12. Attends all required safety training programs and can describe his or her responsibilities related to general safety, department/service safety, and specific job-related hazards.

13. Follows the hospital's exposure control plans/bloodborne and airborne pathogens.

14. Demonstrates respect and regard for the dignity of all patients, families, visitors, and fellow employees to ensure a professional, responsible, and courteous environment.

15. Promotes effective working relations and works effectively as part of a department/unit team inter- and intradepartmentally to facilitate the department's/unit's ability to meet its goals and objectives.

*Complete job description provided upon employment.