Provincial Job Description

TITLE:
(418) Clinical Information Systems Analyst

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides business process analysis and ongoing quality assurance processes to maintain the integrity of clinical information systems. Provides support and training to users of clinical information systems.

QUALIFICATIONS:

- **Health Information Management diploma**
  - **Certified with Canadian College of Health Information Management (CCHIM)**
  - **Registration with Canadian Health Information Management Association (CHIMA)**

KNOWLEDGE, SKILLS & ABILITIES:

- **Intermediate computer skills**
- **Analytical skills**
- **Communication skills**
- **Organizational skills**
- **Interpersonal skills**
- **Decision making and problem solving skills**
- **Ability to work independently**
- **Valid driver's license, where required by the job**

EXPERIENCE:

<u>Previous</u>: **Twelve (12) months previous experience with data quality and data standards in clinical information systems.**

KEY ACTIVITIES:

A. Data Quality / Quality Assurance Testing

♦ **Maintains standardization of patient care data as it pertains to clinical information systems.**
♦ **Performs Quality Assurance reviews to monitor adherence to standards and guidelines.**
♦ **Monitors data quality to determine areas where data standards and/or training are required.**
♦ **Coordinates, performs and evaluates regression and software update testing.**
♦ **Participates in the resolution of clinical systems error messaging.**

B. Policy / Protocol Development

♦ **Participates in the development, maintenance and documentation of policies and procedures determined through business process analysis and clinical systems capability.**
♦ **Maintains documentation related to system testing, work-arounds, system development and maintenance.**

C. Information System Support / Training

♦ **Assists in providing on-going support to clinical systems users.**
♦ **Designs and maintains training programs and manuals for users of clinical systems.**
♦ **Designs and maintains privacy training for users of clinical systems.**

D. Business Process Review

♦ **Assesses requirements, monitors deployment of hardware to ensure client privacy and user requirements.**
♦ **Validates business functionality.**
♦ **Reviews, recommends and assists in the implementation of changes in policies, procedures and protocols.**
♦ **Assists in the design of systems to facilitate clinical and health documentation.**

E. System Maintenance / Security

♦ **Maintains patient data and electronic records, user profile and system documentation as requested.**
♦ **Audits number of current users by department.**
♦ **Troubleshoots database and software problems for end users.**
♦ **Monitors data quality.**
♦ **Creates, maintains and deactivates user accounts.**
♦ **Monitors, investigates and reports on inappropriate access and/or usage of system.**

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE: *SEIU:*

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SGEU: *SAHO:*

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Date: September 12, 2023