



# *Provincial Job Description*

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***TITLE:***  
**(418) Clinical Information Systems Analyst**

***PAY BAND:***  
**14**

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***FOR FACILITY USE:***

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***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
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

***EXPERIENCE:***

**Previous:** 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 program 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.

*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 20, 2016**