

POSITION DESCRIPTION

CLINICAL INFORMATION NURSE SPECIALIST

Reports To: Clinical Informatics Manager Position Status: Exempt

Supervises: No One Effective Date: 12/17/2015

GENERAL SUMMARY

The Clinical Information Nurse Specialist (CINS) is responsible for the management; implementation, training, auditing and facilitation of the clinical informatics system and the Policy Manager application that support both physician and clinical staff in their patient care functions. The CINS will work closely with the Information Technology Department to optimize use of the system for patient care staff, physicians, and other multidisciplinary care providers by attending to the documentation, training, and data extraction needs.

DUTIES and RESPONSIBILITIES

1. Assist in the planning of the clinical technology systems policies and procedures in collaboration with Clinical Informatics Manager, Information Technology department, the Chief Medical Officer, and the Vice President of Information Services/Chief Information Officer.
2. Assist with data extraction needs and methodologies for various internal and external users to support NKC mission, strategies and goals.
3. Assist in meeting data interfacing needs with care partners, regulators, payers or others as needed/required.
4. Work with the CIS team and the NKC multidisciplinary patient care teams to define and develop system rights, catalogues, and the policies and practices for system use.
5. Assist the Medical Advisor for Clinical Quality Initiatives and the Project Coordinator Office of CMO to understand the clinical system data and processes; develop tools and implement process modifications to meet NKC quality goals and improve patient outcomes.
6. Liaison between NKC and its medical staff for developing tools, policies and methodologies for access and use of the clinical system.
7. Responsible for coordinating and training nephrologists, their office staff, NKC's Education Department, and new employees on the use of the clinical information system.
8. Responsible for conducting usage audits of the clinical information system.

9. Develop and maintain written materials for training on the use of the clinical information system.
10. Participate as a member of the EMR user group and committees as assigned.
11. Responsible for the Policy Manager application that includes; assigning numbers, building folders, training staff and management of the application.
12. Perform other duties and responsibilities as may be required.

PLANNING

The Clinical Information Nurse Specialist is responsible for the planning development, training and implementation of the clinical information system and any new updates to the system.

SUPERVISION and COORDINATION

The position does not supervise other persons. It is responsible for providing assistance to medical staff throughout NKC on Information System matters. The position is responsible to the Clinical Informatics Manager. Self-direction, strong organizational skills and the ability to work unsupervised are required.

1. Work requires a high degree of organizational skill including the ability to prioritize, multi-task and apply job flexibility to get projects completed on time.
2. Requires excellent interpersonal skills to handle frequent contact with many NKC staff including orientees, unit staff, physicians, support services and administrative staff.
3. Must be exacting and have good attention to detail.
4. Must be dependable and able to work in a small department with minimal ability to provide coverage.
5. Must enjoy and be able to work in a busy environment with many distractions.

JOB CONDITIONS and PHYSICAL EFFORT

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities may be performed in a clinical dialysis unit. The Clinical Information Specialist may be exposed to chemicals such as formaldehyde, blood, other body fluids and temperature changes.

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5. Physical activities require the ability to stoop, kneel, crouch, and reach; stand, walk, push, pull, lift; use fingers to manipulate items, grasping, feeling; talking, hearing, repetitive motions of hands, wrists, fingers and good eye-hand coordination.
6. The physical requirements include the ability to lift/move objects weighing up to 50 pounds infrequently, and lift/move objects weighing up to 35 pounds more frequently.
7. The position requires visual acuity to read, inspect equipment, and provide employee health procedures.

PREFERRED SKILLS AND ABILITIES

Ability to organize complex projects, to be flexible, to work as a team member; proven ability with detail-organized projects; strong oral and written skills; ability to gather, compile, organize and verify departmental statistics and data; computer skills, database management; proficiency in Microsoft Excel and Microsoft Word and other technical material.

CUSTOMER SERVICE STANDARDS

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

EDUCATION and EXPERIENCE

- BSN preferred, Must have a Washington State RN license.
- Previous Clinical Informatics experience, with at least EMR "Super User" role experience required.
- 5 years of clinical nursing required, prefer at least 2 years of supervisory nursing experience.

- Dialysis experience is desirable.
- Must maintain a current CPR card.¹
- Must have a valid Washington State Driver's License, proof of insurance and the ability to travel to all of NKC's facilities.

¹Other qualifications include involvement in appropriate professional committees; willingness to work with hepatitis – HIV – positive patients/employees following NKC recommended guidelines, and performance of continuing education responsibilities

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW and APPROVAL



Vice President of Information Services

12/17/2015

Date



Vice President of Human Resources

12/17/2015

Date