

## **POSITION DESCRIPTION**

Clinical Data Analyst
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Reports To: Quality Initiatives Medical Advisor Position Status: Non- Exempt

Supervises: No one

Effective Date: 11.20.16

### **GENERAL SUMMARY**

The Data Analyst/Coordinator is responsible to the Quality Initiatives Medical Advisor for performing data analysis planning, data analysis, summarizing data, as well as developing presentations using all aspects of MS Office (Power Point, Access, Excel, Word, etc.) and other software programs. In addition, this position is responsible for completing special projects, serves as a data analysis resource at NKC, requires working with IT/CIS and others to ensure data and reporting accuracy, and other duties as assigned.

### **DUTIES and RESPONSIBILITIES**

1. Design and update monthly statistics for the Vascular Access (VA) Task Force meetings as well as quarterly VA audits.
2. Provide monthly Infection statistics.
3. Provide monthly Emergency Department visit statistics to the Hospitalization and Emergency Room Reduction Task Force.
4. Provide monthly statistics for Choices, Eating and Living Well, Medical Nutrition Therapy, and Navigation to CKD staff.
5. Complete in-depth analysis of selected quality indicators.
6. Provides Gap Analysis for selected quality-related issues.
7. Works with Clinical Quality Initiatives Medical Advisor to formulate, assess, and make suggested edits to existing and future quality measures and metrics as well as the visual display of data.
8. Design, plan, create, edit and support Microsoft Access Database files for CKD program.
9. Create, update, and distribute Quality Incentive Program predictions.

10. Update and produce yearly summaries for all CMS-provided quality reports, including: Dialysis Facility Report, Dialysis Facility Compare (Five-star Rating), Quality Incentive Program.
11. Keeps informed of updated metrics and measures, scoring methodology, and inclusion/exclusion criteria for the Quality Incentive Program.
12. Update and produce the semi-annual Physician Report Cards.
13. Supports ESCO-related activities as data coordinator to the ESCO.
14. Completes special projects as assigned and performs other duties and responsibilities as may be required.
15. Must be able to work effectively across department lines and with the IT Department, Medical Staff members and Leadership Team at NKC.

### **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. Must have excellent analytical skills, science knowledge and understanding, ability to synthesize data and produce accurate reports in a variety of software programs.
4. Duties and responsibilities are performed in an office, clinical dialysis unit, Physicians' offices, and Hospital Environment.
5. Physical activities require the ability to write, talk, hear and must be able to make large group presentations.
6. The position requires visual acuity to read and write.
7. Must have a valid Washington State Driver's License, care insurance and access to a vehicle for local transportation.
8. Must be comfortable interacting with patients in the dialysis environment and working with medical technology.

## **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**

The Data Analysis/Coordinator should have a degree in Epidemiology, Statistics, or Public Health, extensive and progressive experience in data analysis in healthcare may be substituted for a graduate degree.

Must be able to analyze data and synthesize it using statistical and visual media software.

Excellent MS Office skills required. Previous experience in the nephrology field is preferred.

The equivalent of one year of previous progressively responsible responsibilities in a medical setting is preferred.

Requires flexibility as to work hours and location.

Requires some local travel so must have transportation, valid driver's license and proof of insurance.

**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**



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Quality Initiatives Medical Advisor

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12/14/16  
Date



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Vice President of Human Resources

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12/14/16  
Date