POSITION DESCRIPTION

Position	**Clinical Informatics Specialist**
Department	Medical Services Team
Location / Site	Across Sites

Reports To	Sarah Gardner

Direct Reports	Trendcare Trainer

Budget	Nil

OUR VISION
To be New Zealand's leading provider of health services,
always delivered with excellence and value.

OUR VALUES

ADAPTABILITY
We are ready to adapt to future trends and we respond to changing needs.

ACCOUNTABILITY
In everything we do we are accountable to the customer, our team, our organisation and our profession.

CUSTOMER SERVICE
We anticipate needs, own problems, respond quickly delivering customer focused solutions.

COMMUNICATION
We are committed to open, honest, timely and respectful communication.

MAIN PURPOSE OF THE POSITION

As a knowledgeable informatics practitioner, enable the workforce and organisation to provide innovative, high quality and patient centric care, using information and technology as enablers.

PRINCIPAL ACCOUNTABILITIES

What?	*How?*	*Why?*
Provides leadership in digital transformation	▪ Keeps abreast of innovations and developments in Health Information Technology (HIT) and business alignment to the New Zealand Health IT strategy ▪ Acts as a consultant and evaluator of clinical systems to ensure the continued development and improvement of clinical applications and systems ▪ Actively participates in the selection and implementation of HIT ▪ Develop and maintain relationships with system vendors as necessary ▪ Inputs into the development of a clear digital strategy for MercyAscot. ▪ Actively participates in or leads projects as agreed by your manager, using the PMO framework ▪ Is a member of and actively participates in the Information and Communication Governance Group ▪ Is a member of the Health Informatics New Zealand ▪ Engages and participates in national HIT groups and projects e.g. CTAG	▪ Enables provision of specialist informatics knowledge based on current recognised good practice in this field
Utilises Informatics knowledge to ensure effective, efficient and safe utilisation of HIT and clinical business information	▪ As necessary, provides hands on training for clinical employees in the use of computer hardware, software and related processes. ▪ Promotes compliance with security and privacy policies ▪ In collaboration with the Charge Nurse Managers identifies and mentors champions for clinical technology/applications ▪ Works to ensure appropriate data terminologies and definitions are embedded into MercyAscot's HIT	▪ Contributes to the implementation of the MercyAscot Digital strategy
Supports the strategic planning to raise staff capability in the informatics domain	▪ Ensures the utilisation of appropriate tools for the assessment of informatics skills within the workforce ▪ Develops baseline informatics skills competencies for MercyAscot's workforce ▪ In collaboration with stakeholders (both internal and external) ensures the development of training tools and programmes for orientation of new employees and skill development of employees	▪ Enables the development of staff capability and competency across multiple digital platforms

What?	How?	Why?

Staff engagement	▪ Ensures the active participation of frontline users and managers in:
	  o workflow redesign
	  o HIT selection
	  o HIT Implementation
	  o HIT Utilisation
	  o HIT Evaluation
	▪ Ensures staff have relevant and available communication and information about HIT programmes and changes
	▪ In collaboration with the ICS team audit/test software upgrades
		▪ Enables the development of staff capability and competency across multiple digital platforms

Application support - TrendCare	▪ Acts as the Trendcare Coordinator for MercyAscot, coordinating the utilisation of Trendcare to deliver quality outcomes for end users and the organisation. ▪ Provide application specific expertise as required to maximise user adoption and value ▪ Organises systems upgrades and ensures appropriate testing plans are in place ▪ Manages the TrendCare Trainer and support role to ensure end users have access to appropriate training and application support	▪ Ensures Trendcare remains current and up to date ▪ Ensures staff have the required capabilities to effectively utilise Trendcare
Evaluation	▪ Ensures robust and practical evaluation of HIT occurs to establish ROI and future refinement and development	▪ Contributes to due diligence on HIT selection and utilisation ▪ Enables lessons learnt to be considered in future HIT selection and utilisation
Workflow redesign	▪ Leads teams to redesign forms and model patient journeys	▪ Enables robust preparation for future development of electronic clinical records
Effectively manages the behaviour, performance and development needs of direct reports	▪ Provides employees with regular feedback on performance, undertakes annual performance appraisals, identifies individual training and development needs ▪ Models effective and positive communication, acts as an advocate for the team and patients ▪ Provides professional leadership to area/department ▪ Collaborates with other key leadership roles to support the achievement of strategic, financial and operational goals	▪ To promote the MercyAscot values ▪ To promote and endorse positive culture and engagement ▪ To enhance MercyAscot's reputation and provide a seamless service to customers (patients and specialists)
Effectively manages their departmental	▪ Proactively and effectively manages resources to meet workload demands and business	▪ To meet clinical, operational and financial objectives

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What?	How?	Why?
resources	requirements, including but not limited to staffing, skill mix, equipment and consumables ▪ Recommends and introduces change in processes or innovation to minimise cost and wastage of resources ▪ Participates in the business planning process, budget setting, capex allocation and ongoing review in partnership with the Operations Manager ▪ Participates in the annual Capital Expenditure process as this related to clinical information systems	

OTHER KEY ACCOUNTABILITIES

What?	How?
Health and Safety	▪ Be fit for work ▪ Responsible for own health and safety at work ▪ Adhere to MercyAscot's Health and Safety policies and procedures ▪ Report and document any incident and/or hazard and assist in its management ▪ Participate in managing and championing health and safety culture at MercyAscot ▪ Responsible for day-to-day management of MercyAscot health and safety systems ▪ Ensure all new incidents and/or hazards are managed and communicated to all potentially affected employee
Personal Responsibility	▪ Pursues a programme of self-development to broaden skills. ▪ Engages in activities of continuous learning, including in-service, self learning, study days, post-graduate study. Improves own qualifications and practice by actively contributing to own personal development plan and annual appraisal. ▪ Participates in organisational activities and committees
Other	▪ Performs such other duties as reasonably required by the manager in accordance with the conditions of the position.

KEY RELATIONSHIPS

Internal Relationships	External Relationships
▪ Operations Managers ▪ Charge Nurses ▪ Clinical Nurse Educators ▪ Pharmacy ▪ Information and Communication team ▪ Medical Services Manager ▪ Trendcare Trainer	▪ Trendcare (Australia) ▪ MoH – Informatics Advisory ▪ Vendors as appropriate

SKILLS, EXPERIENCE, COMPETENCIES

Qualifications	• Registered Nurse (+/- a APC) • Preferred: Post-graduate qualification in health informatics / ICS

Experience	• Minimum 3 years clinical experience • Clinical Informatics experience – preferred • Previous experience with Trendcare and other applications

Information Technology Skills	• Strong knowledge of systems analysis, workflow planning, gathering business requirements • Awareness of current IT security standards

Other Skills and Knowledge	• Health and Disability Code of Consumer Rights 1996 • Strong computer skills, proficient with Windows applications • Ability to collect, analyse and present data at various levels of the organisation • Excellent ability to translate technical terminology for non-technical staff. • Excellent customer service skills • Excellent communication and presentation skills

Key Attributes and Behaviours for Success	• Able to influence • Ability to work effectively individually and as part of a collaborative team • Ability work on a number of projects simultaneously

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