

Position Description: Informatics Nurse Specialist

Business area: Clinical and Information Communication Technology

FTE: As per Conditions of Employment

Reports to: Hospital Manager

Position Objective:

- *To provide clinical advice and support to enable the hospital's health information technology to continue to be innovative and responsive to the evolving clinical and business needs of St George's Hospital.*
- *To ensure that the hospital's health information technologies meet the needs of clinicians and staff to enable the provision of safe and high quality care in an efficient and timely manner.*

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Chief Executive officer • Chief Financial officer • Hospital Manager • IT Manager • Theatre Manager • Patient Care Manager • Nurse Consultant • Senior Management team • All St George's employees 	<ul style="list-style-type: none"> • Clinicians and other health professionals • Software vendors and support personnel • Other private and public hospitals

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Key Areas of Accountability:

Area of Accountability	Expected Results
<p>Health information technology</p> <p>To assist in the development, implementation and maintenance of health information technology systems deployed throughout the hospital.</p>	<ul style="list-style-type: none"> • Facilitates ongoing evaluation of health information technology systems to maximise value to the organisation • Participates in the review & recommendations for software upgrades & modifications. • Assist in testing end to end system functionality for software upgrades to health information systems. • Facilitates the active participation of end users in the selection, implementation, utilisation and evaluation of health information technology, ensuring systems utilised meet both the clinical and business needs of the hospital. • Works with clinical stakeholders in order to understand workflows to enable the appropriate use of health information technology ensuring value added to clinical processes. • Provides ongoing clinical support in person, via phone or remote technology to ensure proper system utilization and outcome optimization (as defined by the manager), training updates and customer retention.
<p>Business support and analysis</p> <p>Provide clinical input into the various business analysis and financial modeling scenarios</p>	<ul style="list-style-type: none"> • Assists in strategic planning, as required in line with the New Zealand Health System strategy and Digital Health 2020 programme • Maintains membership with HINZ, keeping abreast of innovations and developments within the discipline of health informatics. • Assists hospital management by participating in research and development of new services. • Develops and maintains procedures to enable the collection of reliable data, ensuring that information is accurate and able to be delivered in a timely and efficient manner. • Identifies and quantifies, from a clinical perspective, business risks associated with new health information technology opportunities
<p>Interpersonal Relationships/Leadership and Teamwork</p> <p>To ensure effective teamwork and the achievement of St George's vision and strategic plan</p> <p>To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> • Assesses, plans and provides education for staff to develop and maintain digital literacy. • Fosters open communication channels amongst clinical staff so that end users are encouraged to explore and identify opportunities to improve the operational efficiency of health information technology • Ensures clinical staff are engaged and informed of any planned system updates, enhancements or upgrades • Promotes harmonious working relationships within the department and with clinicians and other staff members. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members. • Fosters co-operation across clinical and administrative groups. • Models St George's values.
<p>Quality Improvement</p> <p>To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. • Participates actively in Ministry of Health Certification and Accreditation process status. • Documents and reports incidents accurately in accordance with hospital policy.
<p>Professional Development</p> <p>To demonstrate a commitment to personal and professional</p>	<ul style="list-style-type: none"> • Maintains professional standards at all times by applying the standards of practice as laid down by the professional body and the organisation. • Demonstrates and facilitates contemporary knowledge and skills.

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development and actively assists with teaching and training.	<ul style="list-style-type: none"> • Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures. • Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organisation. • Identifies own learning requirements/deficits and discusses development plan with Manager. • Attends relevant study days and in-service education. • Fosters an environment conducive to learning, enquiry and research. • Participates in approved research programmes as requested.
Organisational Culture To support a strong and positive image of St George's within the community and with key internal and external stakeholders	<ul style="list-style-type: none"> • Fosters co-operation across the organisation. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for consumer focus. • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
Cultural understanding of the Treaty of Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Understands and demonstrates an awareness of the obligations relating to the Treaty of Waitangi and the implications in practice. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety To ensure a safe working environment	<ul style="list-style-type: none"> • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons. • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at work Act 2015 • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. • Attends fire and evacuation lectures and participates in drills as required. • Participates in Health and Safety training as mandated by St George's from time to time.
Organisational effectiveness Contributes to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Actively looks for ways and means to promote efficiencies and cost effectiveness in service delivery
Other Duties To undertake other duties as requested by Hospital management from time to time	<ul style="list-style-type: none"> • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registered Nurse with a current practicing certificate • Post graduate education in health informatics or relevant health services management • Membership of HINZ 	
Experience & Knowledge	<ul style="list-style-type: none"> • At least five years clinical experience • Experience in delivering training to clinical staff 	
Personal Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills • Ability to work effectively individually and as part of a collaborative team • Is proactive and innovative • Is an effective communicator 	

Agreed by:

Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
Hospital Manager