

JOB DESCRIPTION

JOB TITLE: Clinical Data Analyst

DEPARTMENT: Quality/Risk

SUPERVISOR: Sr. Director, Quality/Risk Management

JOB SUMMARY: This position will support Grand Itasca Clinic & Hospital quality and service improvement program by providing meaningful information through measurement, data collection and data analysis to guide decision-making of clinical and administrative leaders. Along with the data analysis role it will support project improvement efforts which may include facilitation of process improvement teams.

I. JOB DUTIES:

1. Abstracts clinical data for submission to MN Communities Measurement and/or other mandatory public reporting entities.
2. Conducts audits to establish baseline measurement and ongoing measurement for improvement.
3. Abstracts data and prepares report for FPPE and OPPE.
4. Validates abstraction and evaluates measure failures for Core Measures; works with clinical leaders to implement processes to improve outcomes.
5. Manages clinical and administrative data requests; consults with clinical staff, administrative staff and leaders to establish data needs and prioritization.
6. Conducts data query and writes report to access requested data.
7. Conducts analysis and prepare written reports of the data.
8. Ensures data integrity using established methods of data validation.
9. Uses quality improvement methods, tools, and project management theory to develop and maintain project support for leadership and process improvement teams.
10. Presents reports to committee and/or teams as requested.

II. NECESSITY FOR INDEPENDENT ACTION:

1. Must work independently and be self-guided.
2. Organizes and utilizes time in an effective fashion to assure all tasks assigned are completed in a timely fashion.
3. Demonstrates a commitment to providing the highest and most reliable quality service available on a daily basis.
4. Demonstrates ethical conduct and practices.

III. CONFIDENTIAL INFORMATION:

1. Handles all information regarding the clinic and hospital in a manner that assures strictest confidentiality is maintained at all times.
2. Does not share professional or clinic and hospital information outside the facility and only with co-workers as needed to complete assigned duties.

IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:

1. Treats all staff in a respectful, courteous, yet professional manner.
2. Develops and maintains open communication with the staff in both your department and other departments to achieve overall organizational goals and objectives.

V. PHYSICAL DEMANDS:

See the Physical Rehabilitation Department for the pre-work screen physical demands for this specific job.

VI. ATTENDANCE AND ADHERANCE TO CLINIC & HOSPITAL POLICY:

1. Responsible for being available based upon scheduled hours.
2. Demonstrates behavior that fits with the organization's Mission, Vision and Values.

VII. QUALIFICATIONS:

1. Bachelors degree in Business Administration, Healthcare Management, Health Information Management or equivalent experience in a related field.
2. Minimum 3-4 years experience in healthcare and/or information systems.
3. Demonstrated knowledge in quality improvement methods.
4. Good PC skills with knowledge of Microsoft suite of products; data base applications.
5. Demonstrated data development, analysis and problem-solving skills.
6. Demonstrated ability to effectively establish and maintain working relationships with all levels in the organization.
7. Requires knowledge in data systems, data management and an understanding of statistical techniques.
8. 2-3 years healthcare related experience.
9. Strong written and verbal communication skills.
10. Detail-oriented and good problem-solving skills.
11. Continuously researches best practices and improvement opportunities.

Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

Employee's Signature

Date

Supervisor's Signature

Date

Original copy must be filed in the Human Resources employee's personnel record.