Job Description

Job Title	Clinical Analyst
Department	IT
Reports to	IT Applications Manager
Date	June 2013

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Clinical Analyst will work on the implementation, integration & ongoing support of all clinical applications within the Hospital.

Key Responsibilities and Deliverables

- Provides implementation, maintenance, integration, report writing and enhancement activities to clinical information systems within the Hospital.

- Participates in all elements of ongoing maintenance & support including set-up, test, training, security & functionality going live.

- Provides support for clinical and ancillary areas of the hospital in upgrading clinical information systems throughout the version upgrades and modification requests.

- Contacts and consults with technical personnel and vendors to solve clinical information systems and other System problems.

- Under direction, establishes or adjusts work procedures to meet production schedules.

- Acts as a Project Lead for special projects as defined and assigned by the IT Applications Manager or IT Project Manager.

- Assists co-workers & end-users in solving clinical information systems and IS work related problems.

- Suggests plans to motivate clinical and ancillary staff to achieve clinical information systems departmental and departmental goals.

- Interaction with all hospital departments and clinical system super-user/user groups.

- Initial focus to become module expert with the drive to become cross module/system expert thus allowing for knowledge transfer within department.

- Reports directly to the IT Applications Manager, but must be able to perform various duties with minimal supervision.

- Consistently performs job duties at satisfactory quantity and quality, within required time-frames, while maintaining high degree of accuracy.

- Willingly puts forth effort in starting job duties on a regular basis; contributes new ideas, seeks self-improvement, masters new job duties.

- Remains current on new technologies through reading, seminars, workshops and vendor information.

- Contributes to the development of policies & procedures where applicable & necessary; demonstrating a clear understanding of, and consistently adheres to existing department and hospital wide policies and procedures.

Person Specification

Qualifications	• Nursing qualification and relevant Information technology qualification (certificate, diploma, degree, post-graduate).
Experience	• Previous Meditech or clinical business application experience. • At least 2 years previous hospital experience.
Job Specific Competencies and Knowledge	• Reports directly to the IT Applications Manager, but must be able to perform various duties with minimal supervision. • Willingly puts forth effort in starting job duties on a regular basis. • Contributes new ideas; seeks self-improvement; masters new job duties.
Personal Competencies	• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management. • Maintain strict confidentiality with patient and employee or any other information in accordance with all UPMC Beacon Hospital policies and procedures. • Demonstrates willingness to take on new roles and responsibilities.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____ _____

                                               Signature   **Date**