

Position Description: Clinical Informatics Analyst

Business area: St George's Cancer Care Centre
 FTE: As per Conditions of Employment
 Reports to: Operations Manager

Our Vision	Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.
Our Mission	To be the patient's choice for world class cancer care delivered by people with passion.
Our Values	<p>Excellence</p> <ul style="list-style-type: none"> We deliver outstanding care to our patients with a focus on continuous improvement. <p>Resilience</p> <ul style="list-style-type: none"> We are flexible and responsive to the needs of our patients and our people. <p>Collaboration</p> <ul style="list-style-type: none"> We work in partnership with our patients, their whanau, and our staff. <p>Integrity</p> <ul style="list-style-type: none"> We act with authenticity and to the highest standard of performance and conduct.

Position Objective:

- To provide clinical informatics and IT project support for St George's Cancer Care Staff
- To identify department informatics needs, investigate solutions and coordinate implementation including change management
- To provide systems admin support for clinical tools
- To provide meaningful reporting and data to improve clinical practices and support business decisions

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> All staff at St George's Cancer Care Centre(STGCCC) St Georges Hospital (SGH) ICT team 	<ul style="list-style-type: none"> Ministry of Health- Te Whatu Ora New Zealand MOSAIQ Specialists External vendors such as Elekta External stakeholders such as GP practices

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Key Areas of Accountability:

Area of Accountability	Expected Results
Maintenance and development of MOSAIQ	<ul style="list-style-type: none"> • Facilitate and chair MOSAIQ superuser group • Develop audit framework for MOSAIQ • Development of MOSAIQ functionalities • Facilitate ongoing staff education in conjunction with MOSAIQ superusers • Acts as the liaison for MOSAIQ
Development of clinical informatics systems and project management	<ul style="list-style-type: none"> • Develop relevant clinical informatics tools • Project management for the implementation of clinical informatics and other IT projects specific to the Cancer Care Centre operations and clinical service • Work collaboratively with SGH ICT team in implementing and maintaining clinical systems • Acts as the primary liaison for external informatics stakeholders/vendors • Identify, test and recommend tools that fit with St G Cancer Care strategic direction • Help to enhance new and existing products by working with stakeholders/vendors
Data analytics	<ul style="list-style-type: none"> • Work with SGH ICT and STGCCC management team to identify and implement business intelligence tools and reporting framework • Analysis of business requirements to help identify and design solutions to clinical and operational problems using data • Identify and present data in line with St G Cancer Care strategic direction
IT systems administration	<ul style="list-style-type: none"> • Act as the primary liaison for St G Cancer Care with SGH ICT team • Contribute to the development of policies and procedures for St G Cancer Care system • Lead IT projects working in collaboration with the SGH ICT team and key internal and external stakeholders • Test commission and install new systems for Cancer Care in conjunction with SGH ICT team and key internal and external stakeholders • Monitor and manage IT infrastructure for the Cancer Care Centre in collaboration with SGH ICT team <ul style="list-style-type: none"> • review backup schedules • review hardware replacement (inventory, timeframe) • monitor network issues • Recommend in collaboration with SGH ICT team technology solutions • Understand SQL database system
Interpersonal Relationships/Leadership and Teamwork	<ul style="list-style-type: none"> • 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.
Inter-professional Healthcare and Quality Improvement	<ul style="list-style-type: none"> • Contributes to the review and development of policies and procedures. • Ensures own availability to clinicians/allied health professionals and hospital staff to discuss quality of care delivery. • Ensures services are delivered to patients and clinicians in a professional and customer focused manner.



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	<ul style="list-style-type: none"> • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Participates actively in the maintenance of Ministry of Health Certification and QHNZ Accreditation process status.
Professional Development	<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. • 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 organization. • Identifies own learning requirements/deficits and discusses development plan with Manager. • Attends CPR updates and familiarises self with emergency equipment. • 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	<ul style="list-style-type: none"> • Fosters co-operation across the organisation. • Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians). • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital	<ul style="list-style-type: none"> • Understands and has knowledge of Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti o Waitangi principles of partnership, protection, participation, and self-determination with Māori. • Displays a willingness to work positively with organisational strategies to improve patient outcomes for Māori • Promotes an awareness of cultural differences amongst staff and patients (e.g., beliefs, gender, sexual orientation, or disability) and the impact that beliefs and values have on practice
Health & Safety	<ul style="list-style-type: none"> • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements • Cooperates with any reasonable policy or procedure relating to health or safety at the workplace • Ensures compliance with hospital security requirements and is vigilant in all matters of security • Participates in Health and Safety training as required by St George's
Organisational effectiveness	<ul style="list-style-type: none"> • Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties	<ul style="list-style-type: none"> • To undertake other duties as requested by the operations manager or general manager from time to time • 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"> Degree in Information technology or Health discipline 	<ul style="list-style-type: none"> Health informatics qualifications
Experience & Knowledge	<ul style="list-style-type: none"> Strong analytical and problem-solving skills Excellent written and verbal communication skills Outcome focused with effective time management skills Demonstrates accountability Previous experience with software implementations, 	<ul style="list-style-type: none"> Experience in similar role Project management skills Experience with oncology information systems
Personal Attributes	<ul style="list-style-type: none"> Strong interpersonal and relationship building skills Positive attitude 	

Agreed by:

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
General Manager