

Position Description: Clinical Informatics & Project Specialist

Business area: St Georges Cancer Care Centre
 FTE: As per Conditions of Employment
 Reports to: Practice Manager

Position Objective:

- To provide overall clinical information support for St George's Cancer Care Staff and maintain and develop clinical informatics projects including implementation and change management.

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> All staff at St George's Cancer Care Centre St G IT team 	<ul style="list-style-type: none"> Southern Cancer Network Ministry of Health New Zealand MOSAIQ Specialists External vendors such as Elekta External stakeholders like DHB, GP practices

Key Areas of Accountability:

Area of Accountability	Expected Results
Maintenance and development of MOSAIQ	<ul style="list-style-type: none"> Maintain the quality of MOSAIQ information Development of MOSAIQ functionalities Facilitate ongoing staff education Acts as the primary liaison for MOSAIQ
Maintenance and development of clinical informatics tools	<ul style="list-style-type: none"> Develop relevant clinical informatics tools Manage change in implementing and maintaining the tools Acts as the primary liaison for external informatics stakeholders/vendors Identify, test and recommend tools that fits into the centre's strategic direction
Assist in the Maintenance and development of marketing and communication tools	<ul style="list-style-type: none"> Maintain the quality of St George's Cancer Care Website Assist development of internal and external marketing and communication tools
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.

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	<ul style="list-style-type: none"> • Ensures services are delivered to patients and clinicians in a professional and customer focused manner. • 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 understanding of the Treaty of Waitangi	<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	<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	<ul style="list-style-type: none"> • Looks for ways and means to actively and effectively promote cost effectiveness.



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Other Duties	<ul style="list-style-type: none"> • To undertake other duties as requested by the practice manager from time to time • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

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"> • 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:** _____