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System Analyst Clinical - 308

Department: INFORMATION SYSTEMS (11998180)

Schedule: Full time

Shift: Variable

**About
Facility:**

Hours: Monday - Friday, plus call rotation

Job Details: - Associates Degree Required
- 1 to 2 years related experience required

JOB SUMMARY

Implements, supports, and upgrades clinical application, as well as optimizes existing clinical applications, analyzes existing procedures to automate and streamline workflow processes utilizing clinical application solutions. Develops, conducts, and schedules computer application training programs in the clinical areas, as well as in a formalized classroom setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be able to analyze data and situations, identify and solve problems, reason logically, and draw valid conclusions as well as develop effective solutions; apply creative thinking in order to offer and provide solutions and communicate effectively verbally and in writing.

Consults with personnel of clinical units to analyze current operational procedures, identify problems, and make recommendations and determinations on which software

functions to implement and on how to most effectively utilize the software applications to improve production or workflow.

Support includes phone support and routine clinic and department visits to discuss pending issues.

Performs basic application table maintenance as needed in support of requested changes. Lead or participates in assigned projects. Prepare basic project plans, communication plans, maintain issues lists and other required documentation related to a project.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Quality - Follows policies and procedures; Adapts to changes in the environment; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.

Service - Responds promptly to requests for service and assistance; Meets commitments; Abides by MHS confidentiality and security agreement; Shows respect and sensitivity for cultural differences.

Partnering - Supports organization's goals and values. Exhibits objectivity and openness to other's views. Gives and welcomes feedback; Contributes to building a positive team spirit; Generates suggestions for improving work.

Cost - Conserves organization resources.

EDUCATION, TRAINING, & EXPERIENCE

Bachelors Degree in Computer Science, Education or related field. Directly related work experience will be considered in lieu of degree (five years experience and proven success in working with clinical systems).

Proven experience leading committees, projects and activities.

CERTIFICATION/LICENSURE

Current driver's license. Depending on whether the System Analyst is focused on Financial, Clinical, Infrastructure Software, or Clinical Documentation application, relevant certification in the supported areas is encouraged. Example: Certifications for Radiology Technologists, Medical Technologists, Nurses, CPA, Microsoft Office, Pharmacy.

WORK ENVIRONMENT

CATEGORY B: Some employees in the specified job classifications have occupational exposure. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually quiet.

INFORMATION ACCESS

Partner may access patient care information needed to perform their job duties.

Partner may access financial data.

Partner may access human resources data.

Partner may access strategic and planning data.

WORK CONTACT GROUP

Software and hardware vendors, other hospital and clinic partners, including physicians.

SPECIAL PHYSICAL

DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb; or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

LEVEL OF SUPV/SUPERVISES

This job has no supervisory responsibilities.

OTHER QUALIFICATIONS

Assignments are based on abilities and are normally received in the form of results expected and due dates. Only general procedures are available to guide work.

Able to work with minimal supervision.

Requires excellent verbal and written communication skills and ability to coordinate and prioritize tasks and project components.

Requires excellent teaching, educational and organizational skills.

May be required to be on-call and work flexible hours. Performs other duties as assigned.

EOE&AA/M/F/Vet/Disabled. Mercy is an equal employment opportunity employer functioning under Affirmative Acton Plans.

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