



## Informatics Nurse

### Position Overview

- **Summary:**
  - The Informatics Nurse Specialist will apply knowledge of nursing and informatics to help design, develop, and modify computerized health care systems. They also educate staff and assist in problem-solving to promote the health care system.
  - The Informatics Nurse will be traveling between all NEMHS campuses: Trinity Hospital, Poplar Community Hospital, Faith Lutheran Home, Listerud Rural Health Clinic, and Riverside Clinic.
  - Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only job duties that you will be required to perform. The omission of specific statements of duties does not exclude them from your position if the work is related, similar, or a logical assignment to your position. As a leader at NEMHS (Northeast Montana Health Services), you are responsible for the safety and quality of patients and staff.
  - As the Informatics Nurse, you are delegated by the Administration and VP of Nursing, the authority, responsibility, and accountability necessary to carry out your assigned duties.

**Reports to:** VP of Nursing

- **Job Classification:**
  - FLSA: Exempt
  - Hourly/Salary: Hourly

### Responsibilities

- **Essential Functions:**
  - Customer Service.
  - Functions as the primary liaison between NEMHS and EHR vendor.
  - Designs, develops, selects, tests, implements, and evaluates new or modified informatics solutions, data structures, and decision-support mechanisms to support patients, health care professionals, and their information management and human-computer and human-technology interactions in health care contexts.
  - Applies knowledge of computer science, information science, nursing, and informatics theory to all EHR practices, education, administration, and research in collaboration with other health informatics specialists. Analyzes and interprets patient, nursing, or information systems data to improve nursing services.
  - Will be required to learn **all modules** of the EHR to a level of “Super User.”
  - Performs all new employee EHR training for nursing, radiology, lab, clinic, LTC, and providers.
  - Performs all supplemental and ongoing training for current users.
  - Develops strategies, policies, or procedures for introducing, evaluating, or modifying information technology applied to nursing practice, administration, education, and research.
  - Translates nursing practice information for nurses and systems engineers, analysts, and designers using object-oriented models or other techniques. Develops or implements policies or practices to ensure the privacy, confidentiality, or security of patient information.
  - Reads literature, talks with colleagues, and participates in professional organizations or conferences to keep abreast of developments in informatics.
  - Provides consultation to nurses regarding hardware or software configuration.
  - Responsible for assuring own education to keep abreast of changes affecting your position.
  - Attends workshops as directed by your supervisor.
  - Attends mandatory facility classes. - OSHA - Fire Life Safety - Worker’s Compensation - Infection Control- HIPAA- Hazcom/Blood Borne Pathogens
  - Responsible for abiding by the policies and procedures of NEMHS.
  - Follows Employee Handbook.



- Follows Employee Health Policies.
- Follows OSHA, Infection Control and Safety policies.
- Attends mandatory in-service training and training appropriate to your job position.
- Provides leadership that aligns and challenges the workforce, inspires loyalty, and promotes fulfillment of NEMHS's mission, vision, and values.

***Will adhere to NEMHS policies, procedures, standards of business conduct and demonstrate shared values within all areas of job performance at all times.***

## **Qualifications**

- **Required:**
  - Registered Nurse license required
  - Training courses in informatics and/or healthcare information technology required.
  - Experience in a healthcare EHR (electronic health records).
  - Ability to prioritize, delegate, and oversee your department.
  - Exceptional employee and customer relations skills are required.
  - Exceptional leadership skills and a hands-on visible approach to staff management and interaction are required.
  - General knowledge of nursing, computer science, informatics, and patient care.
  - Excellent verbal and written communication skills.
  - Excellent interpersonal and customer service skills.
  - Excellent organizational skills and attention to detail.
  - Excellent time management skills, with the proven ability to meet deadlines.
  - Strong analytical and problem-solving skills.
  - Proficient with Microsoft Office Suite or related software.
- **Preferred:**
  - 3+ years' experience in a healthcare leadership position is preferred.
  - Experience and/or knowledge of working with organizational leadership is preferred.
  - Bachelor's degree preferred.

## **Professional Expectations - Shared Values**

### **LEADERSHIP BEHAVIORS:**

- Assures department is structured to effectively achieve organizational goals.
- Effectively communicates and drives departmental focus to the actualization of its mission, vision, and values.
- Clearly communicates departmental training expectations and assures adherence to the same.
- Provides leadership for the training's direction and assures completion of departmental plans with goals supporting the mission of NEMHS.
- Encourages and guides others to foster a team approach toward established goals.

### **HUMAN RESOURCE MANAGEMENT:**

- Effectively communicates with department Managers, setting clear expectations, timelines, and accountability.
- Regularly meets with departments providing ongoing coaching, teaching, direction, and accountability toward effective performance
- Maintains access for all employees to assure identification and effective response to organization opportunities and weaknesses.
- Clearly communicates individual expectations for training and EHR development and assures accountability of



expectations.

- Supports, clarifies, and ensures staff adheres to NEMHS and departmental policies and procedures.
- Ensures fair and equitable treatment of staff by using the appraisal process to create an environment for others to meet or exceed performance expectations.
- Ensures staff job descriptions are updated annually and accurately to reflect current practice.
- Assists others to acquire and apply knowledge necessary to perform current and future job duties. Fosters an environment of learning.
- Leads in interview and hiring process for Direct Reporting positions.

#### BUDGET AND FINANCIAL MANGEMENT:

- Effectively manage the department within budgeted goals.
- Clearly communicates expectations to your department regarding financial goals.
- Assures processes followed that effectively measures organizational performance.
- Ensures adequate planning for departments needs by participating in the preparation of annual budgets for supplies, capital, and other department costs

#### PERFORMANCE IMPROVEMENT:

- Assures that department is focused on continuous improvement of their processes.
- Assures departmental structure is in place to achieve continued performance improvement.
- Assures regular communication of improvement objectives and progress to VP of Nursing, and hospital employees.
- Seek to improve services by establishing organizational standards of quality and methods for measuring results and improving processes.

#### RELATIONSHIPS: **Demonstrates** professionalism in all interactions at work.

- Maintains effective communication with all levels of organization.
- Build effective relationships with leadership.
- Builds and maintains effective relationships with the community.
- Can manage the unexpected.
- Consistently has a positive attitude and is easy to approach.
- Works to seek first to understand before being understood.
- Uses communication and listening skills that show respect, support, and caring for others.

#### DEDICATION: Provides quality care and service excellence consistent with the NEMHS Mission, Vision, Values, and Customer Service Standards.

- Leads by constantly and consistently focusing on the organization's vision, mission, values, and customer service standards.
- Exemplifies through own actions a focus on mission, vision, values, and customer service standards.
- Participates in new projects and activities and completes them as assigned.
- Promotes a sense of pride both at work and away from work.
- Participates openly in team discussions.
- Share what they know and teach when necessary.
- Encourages and challenges others to consider innovative approaches.
- Is flexible.

INTEGRITY: Maintains a strong ethical stand regarding patient, employee, and customer privacy and confidentiality. Does not allow prejudice or favoritism to affect how customers are treated (race, sex, ability to pay, sexual orientation, disease, marital status, family name, address, etc.).



- Defends the hospital's image and that of its' employees when either slandered or discredited.
- Identifies ethical issues and assures actions are taken to resolve them.
- Personal treatment of others is not affected by prejudice or favoritism.
- Consistent in words and actions.
- Respects and accepts others.
- Works in an honest and consistent way to gain the trust of others.

**ACCOUNTABILITY:** Has a personal feeling of responsibility for teamwork. Understands the whole hospital is a team, not only individual departments, or shifts.

- Can see what needs to be done and does it, regardless of whose responsibility it should be.
- Quickly responds to assist others to meet work demands without being asked and without complaints.
- Reads and follows policies and procedures.
- Show team collaboration by positively improving the work process.
- Gives constructive feedback.
- Accepts feedback gracefully and uses it to improve own work.
- Accept responsibilities of job and performs assigned duties.
- Follows through and is answerable to co-workers and Leaders.
- Works to eliminate we/they attitude.

**DEFINING THE VISION/MISSION** – Leadership Results:

- High Measured Employee Satisfaction
- Low Turnover of Employees
- Financial Stability
- High Levels of Patient Satisfaction
- High Measured Quality

#### **6 to 24-month Expectations/Goals:**

- Train on Cerner EHR.
- Work to assure the foundation is laid for the successful implementation of new EMR (Electronic Medical Records).

#### **Physical/Sensory Demands**

##### **Working Conditions**

- Works in a well-lighted, ventilated office area.
- Is subject to sitting, standing, and bending intermittently throughout working hours.
- Is subject to frequent interruptions.
- Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
- Is willing to work beyond normal working hours, weekends, and holidays when necessary.
- May be exposed to infectious diseases and hazardous waste.
- Must travel between all campuses of NEMHS.

#### **Physical/Sensory Demands**

O = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

- Bending/Stooping/Crouching: O



- Carrying 25 pounds or less: F
- Carrying 25 to 50 pounds: O
- Carrying over 50 pounds: O
- Climbing: O
- Crawling/Kneeling: O
- Lifting: 25 pounds or less: F
- Lifting: 25 pounds to 50 pounds: O
- Lifting: Over 50 pounds: O
- Pulling/Pushing: 25 pounds or less: F
- Pulling/Pushing: 25 pounds to 50 pounds: O
- Pulling/Pushing: Over 50 pounds: O
- Reaching: Shoulder height: O
- Reaching: Above shoulder height: O
- Reaching: Below shoulder height: O
- Repetitive Movement: C
- Sitting/Standing: C
- Twisting/Turning: O
- Walking: F

#### **Physical Exposures**

- Bright Lighting: Yes
- Dim Lighting: Yes
- Cold: No
- Heat: No
- Harmful Physical Agents: No
- Hazardous Substances: Yes
- Infectious Diseases: Yes
- Ionizing/Non-Ionizing Radiation: Yes
- Mechanical Hazards: Yes
- Noise: Yes
- Unprotected Heights: No

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Supervisor Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_