



USC University of
Southern California

Clinical Information Systems Specialist Job Description

JOB INFORMATION

Job Code:	188021
Job Title:	Clinical Information Systems Specialist
FLSA Status:	Exempt
Supervisory:	
Job Family:	Clinical Information Systems
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Leads the strategic design, implementation, development and maintenance of clinical application and documentation systems. Acts as a clinical and technical liaison between clinical and healthcare information technology (HIT) departments. Supports departmental quality improvement (QI) processes through EMR review, data extraction, clinical data analyses and chart audits. Improves clinical practices and standards, optimizes workflows and systems, and trains clinical and medical staff in new processes and applications.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		Or
X		Bachelor's degree	Nursing	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		6 years	utilizing clinical systems and applications	
X		3 years	in a leadership/management role	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated customer service and/or patient care experience.
X		Proven experience with clinical workflows and user/back-end support, resolving and tracking issues.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated analysis, problem-solving and organization skills, and the ability to prioritize activities in rapidly changing environments.
X		Excellent written and oral communication skills.
X		Proficiency with Microsoft Office.

Licenses

Req	Pref	License(s)
	X	Current California Board of Registered Nursing license

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Lean Healthcare Management Certification
	X	Certified Professional in Healthcare Quality - CPHQ (NAHQ)	
	X		Certified Professional Patient Safety (CPPS) certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads the strategic design, implementation, development and maintenance of clinical application and documentation systems (e.g., electronic medical records, or EMR). Ensures appropriate and timely system access, data entry and integrity through reporting and troubleshooting. Oversees and supports pre- and post-operating systems integration with existing applications impacted by changes. Ensures compliance with all applicable policies and legislation.				
Oversees the electronic transition and configuration of paper documentation (e.g., transporting, scanning, indexing). Analyzes existing and proposed clinical workflows, prepares new specifications, and identifies and recommends changes required for new applications. Supports system integration both pre-operative (e.g., identification and extraction of pertinent, accurate data) and post-operative (e.g., vitals, medications).				
Develops and provides required, routine documentation and systems training curriculum. Tracks activities and maintains progress reports. Supports departmental QI processes by facilitating timely, accurate and clinically credible extraction of EMR/systems data. Monitors and reviews protocols and documentation to identify and address issues. Supports specialized services (e.g., pain management and critical care services) with targeted recommendations to leverage technology and improve processes.				
Monitors clinical outcomes (e.g., post-anesthesia nausea), and prepares and tests the accuracy of clinical data extraction and summary reports. Actively participates in QI/outcomes-based assessments and research projects, implementing recommended process changes to improve patient care. Collaborates to evaluate practice consistency with clinical protocols and operational efficiency metrics.				
Serves as a subject-matter expert and project manager for departmental IT projects. Provides both clinical and technical support to departmental administration, faculty and staff. Directly and/or remotely supports system adaptation. Maintains currency with system functionality, updates and interactions with linked applications. Performs and/or coordinates tests with IT partners to confirm functionality and usage. Represents assigned departments at relevant university planning and implementation meetings.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.