

UWHC POSITION DESCRIPTION

POSITION SPECIFICS

Title: Data Information Coordinator		Department/Number: Transplant Admin, 5311	
Reports to: Cardiopulmonary Transplant Manager		Position Number:	PD Status: Approved
Job Code: 8230	FLSA Status: Exempt	FTE: 1.00	Bargaining Unit: Non-Rep Pay Grade: 6
Manager Approval:	Date:	HR Approval: C Richard	Date: November 2, 2009

POSITION SUMMARY

This position's primary responsibility is performing data information coordination. When performing data coordination the position is responsible for assisting in the support of critical program activities such as direct patient care, regulatory and accreditation requirements, grant applications, clinical research, publication, and teaching. The Transplant Data Information Coordinator is responsible for system monitoring and quality assurance activities for the Transplant Service Line's primary electronic data source, the Transplant Data System (TDS). The Transplant Data Information Coordinator also generates, evaluates, and distributes essential system reports that support clinical practitioners, medical directors, and hospital administration. This position is also responsible for basic level data retrieval from TDS and completing basic data summaries and statistics. The Transplant Data Information Coordinator is also responsible for completing and submitting electronic data forms to meet federal reporting requirements as well as tracking compliance with submission deadlines. The Transplant Data Information Coordinator is also a part of the Epic implementation and development teams and the work that is needed to complete the conversion and ongoing day to day use.

Knowledge of computer software is required to operate within the program's local area network—entering and obtaining information in patient problem lists, medication and lab profiles, and clinical research database—as well as UWHC information system.

MAJOR RESPONSIBILITIES

1. Generating and reviewing system operations reports to confirm that automated system operations were correctly executed as well as investigating and resolving any identified problems or notifying appropriate members of staff when problems require system manager or programmer involvement.
2. Generating and reviewing data integrity reports to confirm complete, consistent information within TDS and Healthlink and between the three data systems that support the Transplant Program (TDS vs. OPO vs. HLA Laboratory) and the national transplant registry. This function includes responsibility for insuring that any identified problems are resolved or referred to appropriate staff members for resolution.
3. Performing basic level data queries to extract data from TDS for ad hoc requests for clinical practitioners, medical staff, and transplant administration.
4. Generating, checking, and distributing weekly and monthly administrative and program management reports to clinical directors, hospital administrators, and hospital departments.
5. Aggregating data from TDS and the Hospital's information system to complete electronic data forms required by Federal Regulation.
6. Tracking outstanding Federal forms submission to insure compliance with regulatory requirements and identifying and resolving problems that could interfere with meeting submission requirements. This also includes prompt recognition and appropriate referral of problems that require Database Manager or programmer involvement.
7. Performing data quality assurance checks comparing TDS data to primary source documents in the Transplant Shadow chart and the Hospital electronic and hard copy records.
8. Accurate and timely entry of demographic and clinical data in the Transplant Data System.
9. Working with other members of the Transplant Outpatient staff to address data integrity problems.
10. Maintaining and tracking hard copy data report, forms, and project storage.

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B. PROGRAM DEVELOPMENT

1. Participate in the development and execution of quality assurance programs and projects.
2. Assure that the UWHC Organ Transplant Program remains in compliance with the National Organ Procurement and Transplant Network (OPTN), established by the Federal Government.

C. RESEARCH

1. Support planning of and participate in clinical research projects.
2. Participate in the development and implementation of research protocols and interpret the protocols for participation of patient and family members.
3. Collect and analyze data for ongoing clinical research projects.
4. Incorporate research findings into the Organ Transplant Program Practice.

D. PROFESSIONAL DEVELOPMENT / EFFECTIVENESS

1. Identify professional strengths and areas for growth and demonstrate professional development in formal and informal learning experiences.

All duties and requirements must be performed consistent with the UWHC Organizational Performance Standards.

POSITION REQUIREMENTS

Education	Minimum	Bachelor degree or equivalent combination of education or experience
	Preferred	
Work Experience	Minimum	Two years experience in health care-related field, i.e., pharmacy, respiratory care, medical records, radiology, inpatient or outpatient Clinical Assistant
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> Knowledge of medical terminology and medical records Knowledge of personal computer, PC data systems, and software applications for data retrieval Good communication, problem-solving and organizational abilities Ability to work independently and be result oriented Careful attention to details Capable of interacting with all levels of staff Effective interpersonal skills, including the ability to effectively work in a team environment and ensure a high degree of internal and external customer satisfaction. Ability to manage multiple tasks with ease and efficiency. 		
Physical Requirements		Light: able to lift up to 20#
List any other physical requirements or bona fide occupational qualifications:		

AGE – SPECIFIC COMPETENCY

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

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Job Function

Review the employee's job description, and identify each essential function that is performed differently based on the age group of the patient.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is UWHC's policy to base hiring decisions solely on an individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.