UW HEALTH JOB DESCRIPTION

RN Data Analyst

Job Code: 800002	FLSA Status: Exempt	Mgt. Approval: J. Koscher	Date: September 2020
Department: Organ Acq		HR Approval: J. Tokarski	Date: September 2020

JOB SUMMARY

This position is responsible for analyzing and interpreting complex medical information to support critical program activities including direct patient care, regulatory and accreditation requirements, grant applications, clinical research, publication, and teaching. This data is reported to regulatory agencies who post this information on a national website for public viewing. This position is also responsible for data collection and abstraction in Health Link, our electronic medical record. The Transplant Data Analyst working under the general direction of the Transplant Database Program Manager, is responsible for advanced level system and data projects that require extensive subject and technical expertise. The Transplant Data Analyst provides outcome and volume data, quality assurance measures, and other information utilized for budget preparation, contracting of transplant services, and provision of patient care. The Transplant Data Analyst also works with managers of other data systems for research and clinical care purposes as well as databases outside the institution, reporting to the federal accreditation and regulatory agencies.

MAJOR RESPONSIBILITIES

1. Abstract and analyze complex medical information for program performance and administrative measures such as outcome trends, practice patterns, protocol compliance, treatment efficacy, population variability, and resource utilization for Transplant Medical Directors and Administrators.

2. Analyze system data integrity through the development of comprehensive data edits including advanced logical edits of inter-related system data.

3. Perform feasibility analyses for proposed advanced level clinical research projects, analyze study design, and develop variable and outcome measure specifications identifying those that require project specific data definitions for physician researchers.

4. Provide subject and technical guidance to statisticians and primary investigators as well as training in clinical research methods and process for Transplant Divisions fellows.

5. Develop and analyze methods and procedures for interpreting, encoding, storing, and retrieving highly precise medical information that exceeds the capacity of existing coding schemes.

6. Maintain and facilitate further development of the computerized information system for medical faculty, clinicians, and administrators of the Organ Transplant Program.

7. Maintain and oversee the transplant computerized clinical monitoring, i.e., patient laboratory and medication profiles, patient problem list, and other clinical profiles used by transplant faculty and clinicians to provide direct patient care.

8. Interpret, synthesize, and classify detailed medical information from patients' medical records in accordance with program data definitions, hierarchies, and codification/classification schemes for the transplant data system.

9. Query data and prepare statistical information for Transplant Program staff, hospital administration, contracting, medical faculty, and other departments such as Quality Improvement, etc.

10. Facilitate integration with other related databases such as Health Link (Epic), Organ Procurement Organization, Cardiac Surgery, Tissue Typing and Core Labs., Pathology.

11. Develop and implement electronic transfer of transplant patient data to the Federal Organ Procurement and Transplant Network (OPTN) and its scientific registries.

12. Diagnosing and developing solutions for complex system problems

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in nursing
	Preferred	
Work Experience	Minimum	Two years' experience in health care
	Preferred	Nursing or mid-level provider
Licenses & Certifications	Minimum	RN licensure in WI
	Preferred	
Required Skills, Knowledge, and Abilities		• Strong analytical skills • Statistical and computer skills • Superior attention to detail • Ability to manage multiple tasks with ease and efficiency • Knowledge of medical terminology and medical records • Knowledge of personal computer, PC data systems, and software applications for data research and analysis • Good communication, problem-solving and organizational abilities • Ability to work independently and be result oriented • Capable of interacting with all levels of staff • Effective interpersonal skills, including the ability to promote teamwork and ensure a high degree of internal and external customer satisfaction • Epic and Crystal Reporting experience preferred

AGE SPECIFIC COMPETENCY (Clinical jobs only)

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,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS

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

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	**Up to 10#**	**Negligible**	**Negligible**
x	**Light:** Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	**Up to 20#**	**Up to 10#** or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	**Negligible** or constant push/pull of items of negligible weight

	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	**20-50#**	**10-25#**	**Negligible-10#**
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	**50-100#**	**25-50#**	**10-20#**
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	**Over 100#**	**Over 50#**	**Over 20#**
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.