



Job Code: 7037

Grade: 23

HCWR: N

Job Title

Manager of Clinical Data Analytics

Department

Nursing Quality Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Manager of Clinical Data Analytics is responsible for the aggregation, development, implementation, and maintenance of the department's quality data, metrics, and dashboards, participates in performance improvement activities, and ensures data integrity and compliance by following industry guidelines and regulatory standards. Analyzes, reports, and validates quality reports for the Department of Nursing. Provides oversight of quality metric reporting. Utilizes and presents clinical and operational data to facilitate decision making and action planning in the Department of Nursing. Provides decision support tools to meet the data needs of Nursing Leadership. Works collaboratively with the Business Intelligence team, system Quality Department and other departments to generate meaningful, actionable reports and provide recommendations to facilitate quality improvement.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Performs data validation and integrity functions for the Department of Nursing.
- Coordinates data collection/aggregation, validation, analysis, and report generation using various database platforms, including National Database of Nursing Quality Indicators (NDNQI) platform and guidelines.
- Facilitates development of quality metrics; develops area specific dashboards and assists in tracking and trending data.
- Supports, guides, and trains Nursing Leadership in the use of quality reports and dashboards.
- Submits reports on regulatory mandated and/or program specific quality metrics.
- Analyzes trends of performance metrics, identifies opportunities for improvement, and develops action plans.
- Interprets quality metrics and identifies opportunities for improvement and develops action plans. - Collaborates with and trains individuals and teams to implement monitoring and measurement tools, and data analysis techniques.
- Facilitates quality efforts and coaches others in the development of performance improvement activities with an emphasis on process redesign and measurement.
- Identifies industry best practices and assists with the annual development of the NDNQI performance metrics, nurse satisfaction and clinical outcomes plan.
- Generates complex excel reports and graphs on clinical and operational data
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Four (4) years of healthcare experience in the field of Quality, Patient Safety, and/or Data Analytics
- Experience in creating, managing, analyzing, and interpreting clinical data for outcomes.
- Proficiency with Microsoft Office applications (i.e., Word, PowerPoint, Excel, Forms, etc.)

Preferred Qualifications

- Masters' degree in a health care related field, Medical Informatics, Public Health, Computer Science or Biostatistics from an accredited college or university.



Preferred Qualifications

- One (1) year of experience managing the National Database of Nursing Quality Indicators (NDNQI) platform
- Certification in healthcare quality and/or patient safety
- Prior experience working with Cerner
- Prior experience using Reporting/Business
- Two
- Working knowledge of Joint Commission, Centers for Medicare and Medicaid Services (CMS), Agency for Healthcare Research and Quality (AHRQ), National Quality Forum (NQF), and Institute for Healthcare Improvement (IHI)
- Knowledge of Lean concepts

Knowledge, Skills, Abilities and Other Characteristics

- Must always demonstrate respect and collaboration in team activities and be able to demonstrate a record of such achievement
- Must have excellent communication skills and the ability to clearly communicate verbally, in person, and in writing with the health care team
- Ability to multi-task, prioritize, plan and organize projects and tasks while meeting deadlines
- Demonstrate analytical and organizational problem solving, critical thinking, and conflict management/resolution
- Ability to manage critical situations and always carry out responsibilities in a professional manner.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.