QUALITY DATA ANALYST SERIES

Code No.	Class Title	Area	Area	Period	Date	Action
4966	Clinical Practice Data Analyst	03	441	6 mo.	00/00/00	New
4967	Clinical Practice Data Analyst Specialist	03	441	6 mo.	00/00/00	New
4968	Clinical Practice Data Analyst Coordinator	01	441	6 mo.	00/00/00	New

Promotional Line: 370

Series Narrative

Employees in this series provide expertise to acquire, manage, design, analyze and generate complex data reports from clinical and financial/administrative databases with the goal of improving patient population health outcomes.

DESCRIPTION OF LEVELS OF WORK

Level I: Clinical Practice Data Analyst 4966

An employee at this level, under the general supervision of higher level personnel, performs abstraction of clinical/administrative data from electronic patient health records based on complex data specification guidelines provided by external entities. This position assures data accuracy via validation processes, and assists in the process to provide data to individuals responsible for patient care improvement.

A Clinical Practice Data Analyst typically –

1. Abstracts data from health records- electronic or paper-based
    a. utilizes algorithms and defines criteria to locate and retrieve accurate information
    b. reconciles data inconsistencies to select optimal information using resources available, which may include consultation with clinical experts as necessary.
2. Performs entry of clinical data into one or more electronic systems.
3. Interacts with clinicians and/or other quality staff to advise on outliers when best practice care is not supported by review of the health record. Intervenes as appropriate for follow-up.
4. Performs edit checks and data validation to assure accuracy/completeness of data.
5. Assimilates information on frequent changes to abstraction process and criteria, and communicates to all relevant stakeholders.
6. Performs gap analysis for all new metrics, between specifications and design of the patient health record, and advises clinicians, administration, and information services on workflow changes needed.
7. Coordinates and integrates efforts among team members within the department as well as multiple other departments and external agencies and vendors.
8. Designs data collection forms for internal audits to capture appropriate data, including relevant criteria, sampling methodology, and instructions for data collection.

9. Prepares standard data reports as needed for data validation, data summary and analysis.

10. Performs related duties as assigned.

Level II: Clinical Practice Data Analyst Specialist 4967

Under the general supervision of higher level personnel, an employee at this level is responsible to provide expertise on data acquisition, management, and report design/generation to administration, clinicians, and health care teams. This may include the responsibility for supervision of lower level staff.

A Clinical Practice Data Analyst Specialist typically –

1. May supervise the orientation and work performance of the lower level staff.

2. Creates data reports from existing databases based on needs analysis of health system leadership, clinicians, and teams and research of best practice.

3. Interacts with decision support and informatics professionals to determine efficient capture and merging of information from optimal sources and access to business intelligence tools to generate reports.

4. Designs warehouse data sets to provide easy customer access to an integrated repository of clinical, financial, and demographic data supporting the health system's analysis, planning, and improvement needs.

5. Utilizes software to generate trended run chart displays and statistical process control charts.

6. Assists in analysis of data sets/reports, including interpretation of statistical trends and patterns of variation and implications for improvement initiatives.

7. Participates in education/training of individuals or teams on data analysis and interpretation.

8. Performs duties at lower level.

9. Performs related duties as assigned.

Level III: Clinical Practice Data Analyst Coordinator 4968

Under the general supervision of higher level personnel, an employee at this level is responsible to provide expertise on data acquisition, management, and report design/generation for administration, clinicians, and health care teams for highly complex projects and initiatives. This may include the responsibility for supervision of lower level staff.

A Clinical Practice Data Analyst Coordinator typically –

1. Supervises the orientation and work performance of lower level staff.

2. Works directly with clinicians and senior leaders to design and perform more complex analyses, database design development, and report creation.

3. Uses advanced skills and experience to facilitate evaluation and improvement of quality performance by presenting complex information in an understandable and compelling manner customized to the audience.

4. Educates and trains others on generation and/or interpretation of healthcare data and application of decision making.

5. Performs duties at lower levels.

Performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Clinical Practice Data Analyst 4966

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in Science, Information Management, Healthcare Information, Information Technology, Computer Science, Statistics, Finance, Management Engineering or a closely related field.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of CMS data requirements for core measures, meaningful use, and similar metrics
2. Proficient computer skills with Microsoft Word, Excel, and PowerPoint
3. Ability to learn and utilize new software applications for data entry and reporting
4. Experience with coordinating projects and team dynamics to successfully achieve team goals
5. Effective communication
6. Effective time management skills
7. Clinical experience and highly developed background in medical terminology, anatomy and physiology and disease process
8. Analytical problem solving skills with attention to details

Level II: Clinical Practice Data Analyst Specialist 4967

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in Science, Information Management, Healthcare Information, Information Technology, Computer Science, Statistics, Finance, Management Engineering or a closely related fields
2. **One (1) year (12 months)** of data management/analyst work experience in a clinical or healthcare related field

***Applicants possessing a Master's degree, in a closely related field, meet the requirements.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of relational databases, query reporting, and report specification development
2. Knowledge of Excel and a statistical package such as SAS, SPSS, or Minitab

3. Knowledge of Access, Business Objects, and/or Crystal reporting

4. Project management and time management skills

5. Programming skills with proficiency at queries and report writing and understanding of XML and SQL data file structures

6. Ability to communicate effectively both verbally and in writing

Level III: Clinical Practice Data Analyst Coordinator 4968

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in Science, Information Management, Healthcare Information, Information Technology, Computer Science, Statistics, Finance, Management Engineering or a closely related fields

2. **Two (2) years (24 months)** of data management/analyst work experience in a clinical or healthcare related field

***Applicants possessing a Master's degree, in a closely related field, meet the requirements.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Programming skills with proficiency at queries and report writing and understanding of XML and SQL data file structures required

2. Experience with Access, Business Objects, and/or Crystal reporting

3. Ability to convert abstract concepts into manageable analytic approaches