



UNION JOB DESCRIPTION

JD1577

JOB TITLE:	Clinical Data Administrator	JOB DESCRIPTION NO.:	60682/P.NI.31100.002; P.CI.31100.002
CLASSIFICATION:	Health Information Management Professional P1	GRID/PAY LEVEL:	H-B-P1
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	31901
UNION:	HSA	JOB/CLASS CODE:	31901
PROGRAM/DEPARTMENT:	Performance Improvement, Clinical Information	BENCHMARKS (If Applicable):	
REPORTING TO:	Coordinator & Clinical Information Services Lead		
FACILITY/SITE:	Royal Jubilee Hospital; Victoria General Hospital; Lady Minto Hospital; Cowichan District Hospital; Nanaimo Regional General Hospital; West Coast General Hospital; Campbell River Hospital; Comox Valley Hospital; Port Hardy Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Utilizing computerized systems and applications, the Clinical Data Administrator performs a variety of health records and clinical data related duties for the multi-site operations in Island Health, such as coding, abstracting, indexing, data input, editing and validating information from health records, and retrieving and displaying statistical data in accordance with established standards, guidelines, policies and procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Interprets, selects, codes and abstracts data in accordance with national, provincial, and regional standards, guidelines and policies.
2. Edits, corrects, and validates data as required.
3. Processes, completes and submits data within established timelines.
4. Retrieves and displays data and assists with analysis and interpretation.
5. Responds to Requests for Access to Records in accordance with established procedures.
6. Performs data quality and process improvement activities, such as period end edits or audits, to ensure accuracy and consistency.
7. Provides support to clinical and medical programs, or others and assists in defining data needs based on identified objectives.
8. Demonstrates personal initiative in maintaining professional currency and skills by participating in relevant educational activities, as required.

9. Performs other related duties, as required.

QUALIFICATIONS:

Education, Training And Experience

Graduate of an approved Health Information Management Professional program. Certification with the Canadian College of Health Information Management Health Records Administrators at the Certificant Level (CHIM). Eligible for membership in the Canadian Health Information Management Association.

Knowledge of and experience with ADT and Health Records Systems; one (1) year recent, related experience, including use of current clinical classification, data collecting and reporting systems; or an equivalent combination of education, training and experience. Valid BC Drivers License.

Skills And Abilities

- Identify and complete work assignments.
- Prioritize and meet deadlines.
- Work independently and as part of team.
- Establish and maintain effective working relationships with staff, health care providers, external agencies, clients and the public.
- Problem-solve under pressures of time and pace.
- Demonstrate strong analytical skills.
- Demonstrate attention to accuracy and detail.
- Keyboard 50 wpm.
- Promote and foster good public relations.
- Operate related equipment, including computerized systems.
- Communicate effectively, both verbally and in writing.
- Physical ability to perform the duties of the position.
- Use personal vehicle.