


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Clinical Information Systems Analyst</u></p> <p>Date <u>September 20, 2016</u></p> <p>Revised Date <u>September 12, 2023</u></p> <p>Revised Date _____</p>	<p>Code</p> <hr/> <p>418</p>
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<p>Decision Making</p> <p>Follows and interprets accepted practice existing rules and regulations to ensure proper documentation. Choice of action when modifying patient data collection processes. Work involves developing plans to achieve specific short term goals with respect to hardware/software upgrades.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Education</p> <p>Grade 12. Health Information Management diploma (1815 hours Saskatchewan Polytechnic). Certified with Canadian College of Health Information Management (CCHIM). (Rating 4.5)</p> <p>*As per the MOA regarding the Education factor review (January 2019) the JJEMC will continue to utilize 2085 hours as no other factors were impacted by this change. The Education rating will remain at (5.0).</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Experience</p> <p>Twelve (12) months previous experience with data quality and data standards in clinical information systems. Twelve (12) months on the job to become familiar with department processes, applicable related software applications and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Maintains and supports departmental software and systems in accordance with generally accepted practices. Has choice of methods/procedures when rectifying problems and directing staff in alternate procedures when encountering system problems.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Working Relationships</p> <p>Provides technical explanation and/or instruction in the installation, implementation, operation, maintenance and support of all computer-based information systems. Motivates staff attending training sessions.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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Clinical Information Systems Analyst

Code

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<p>Impact of Action</p> <p>Errors in reports and records may cause short term delays that are readily detected and corrected. Inadequate planning for upgrading or installing new hardware/software may impact operations and cause substantial delays.</p>	<p>Degree</p> <p>2.5</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training. Provides functional guidance and/or specialty advice to staff and physicians.</p>	<p>Degree</p> <p>2.5</p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort such as computer operation and listening attentively to users and training with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>