



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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BOARD OF TRUSTEES Official Resolution No. 2019-35

RELATIVE TO THE CREATION OF THE CLINICAL NURSE INFORMATICS SUPERVISOR AND SPECIALIST POSITIONS

WHEREAS, on June 18, 2019, the Hospital Administrator/CEO approved the creation of the Clinical Nurse Informatics Supervisor and the Clinical Nurse Informatics Specialist positions in the classified service at the request of the Assistant Administrator, Nursing Services; and

WHEREAS, there has been a dynamic change in the utilization of technology at GMHA in recent years and that the nursing department has determined that there is an increasing need for nurses to be involved in building and implementing new clinical systems; and

WHEREAS, the integration of the clinical nursing experience with the strategic planning, execution, education, research and systems implementation is essential to the success of GMHA in meeting the present and future regulatory requirements for quality patient-centered care; and

WHEREAS, the provisions of 4 GCA, Chapter 6, § 6303.1(a) - Transparency and Disclosure for the creation of positions have been met; and

WHEREAS, the class specifications of the positions are hospital specific and that there is no impact on any other agency outside the Authority; and

WHEREAS, the Human Resources Subcommittee on June 20, 2019 recommended approval to create and establish the positions of Clinical Nurse Informatics Supervisor and Clinical Nurse Informatics Specialist;

NOW, THEREFORE BE IT RESOLVED, that the GMHA Board of Trustees accepts the Human Resources Subcommittee's recommendation and approves the creation of positions and establishment of the class specificationa as recommended by the Human Resources Department; and

BE IT FURTHER RESOLVED, that the Board of Trustees Chairperson certifies and the Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED ON THIS 24th DAY OF JULY 2019.

Certified by:

Theresa Obispo
Chairperson

Attested by:

Sarah Thomas-Nededog
Secretary

CLINICAL NURSE INFORMATICS SPECIALIST

NATURE OF WORK IN THIS CLASS:

This is complex nurse work dedicated to the delivery of high-quality patient care through efficient management of data and technical systems in a hospital.

Employees in this class monitor, evaluate, select, and participate in the implementation of health information technology that supports safe, high quality, patient-centered care. Work involves translating nursing practices between end-users and IT experts, and evaluating computer and information technologies to determine applicability to nursing practice, education, administration, and research. The position reports to the Clinical Nurse Informatics Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Educates nursing/clinical end-users on the most successful way to use and navigate the hospital's clinical information systems.

Trains new nursing staff on current electronic health records (EHR) system and other associated applications; trains others in the building of new clinical applications for current EHR and/or associated systems.

Evaluates the hospital's clinical information systems to provide assistance and/or implement solutions to assist with system issues that hinder or prevent quality patient care.

Identifies, collects, records, and/or monitors data that are relevant to the nursing care of patients.

Evaluates processes, existing systems, and technologies; recommends revisions to increase productivity and efficiency of patient care in accordance with standards of nursing informatics practice.

Coordinates and/or facilitates project activities involving hospital clinical staff and IT experts to ensure the successful implementation of optimal work flows and processes in the use of clinical systems.

Collects and audits data that will aid in improving and/or implementing new clinical systems and to ensure that project goals and objectives are met; provides regular reports that clearly communicate the results and/or status of clinical system improvement initiatives.

Builds new approved content for existing clinical systems; incorporates computer, nursing and information science to manage data and information that will translate into improved nursing practices.

Ensures compliance with HIPPA, JCAHO, and CMS requirements in the documentation and use of electronic health record (EHR) systems.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and theory of professional nursing.

Knowledge of computer and information science.

Knowledge of hospital electronic health record systems.

Clinical Nurse Informatics Specialist

Knowledge of HIPPA, JCAHO, and CMS requirements for documenting and/or using electronic health records.

Ability to collect and analyze data and/or clinical statistics.

Ability to be creative and to maintain and/or improve the application of clinical information systems.

Ability to make recommendations to improve program services.

Ability to lead and train others.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

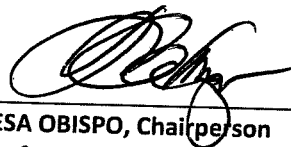
- a) Master's degree in nursing informatics from a recognized college or university and three years of experience in professional hospital nursing work; or
- b) Master's degree in nursing from a recognized college or university and four years of experience in professional hospital nursing work; or
- c) Bachelor's degree in nursing from a recognized college or university and five years of experience in professional hospital nursing work; or
- d) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam, possession of a current Basic Life Support certification, and possession of a current certification in nurse informatics is preferred.

ESTABLISHED:

PAY GRADE/PLAN:	N-N (NPP)	
<u>HAY EVALUATION</u>		
KNOW HOW:	E+I2	230
PROBLEM SOLVING:	E3+(38%)	87
ACCOUNTABILITY:	E1C+	<u>100</u>
TOTAL POINTS -		417



**THERESA OBISPO, Chairperson
Board of Trustees**

CLINICAL NURSE INFORMATICS SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory nurse work dedicated to the delivery of high-quality patient care through efficient management of data and technical systems in a hospital.

Employees in this class supervise the evaluation, selection, and implementation of health information technology that supports safe, high quality, patient-centered care. Work involves project management activities, and overseeing the translation of nursing practices between end-users and IT experts, and evaluating computer and information technologies to determine applicability to nursing practice, education, administration, and research. The position reports to the Assistant Administrator, Nursing services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises clinical nursing informatics as well as project team members; implements information systems that support nursing practices.

Participates as a member of the nurse leadership team and ensures that all clinical information systems implemented within the nursing departments are based on current standards of nursing practice and are in accordance with standards of nursing informatics; assesses the need for clinical systems to support and enhance nursing practices.

Facilitates the integration of data and the delivery of information and knowledge to support patients, nurses, and other providers in the decision-making process.

Leads the measurement, analysis and evaluation of the outcomes of clinical system studies and reviews; guides the selection of technologies that utilize patient and client data to support clinical decision-making in nursing services.

Facilitates the introduction and implementation of electronics health record (EHR) systems with key stakeholders and identifies support systems that will integrate technologies into nursing practices; coordinates with nursing leadership to match resources to support new nursing applications within the EHR system.

Ensures compliance with HIPPA, JCAHO, and CMS requirements in the documentation and use of electronic health record (EHR) systems.

Coordinates with nursing leadership, staff and IT experts in the development, implementation, monitoring, and maintenance of clinical information systems.

Assists in the development of policies, production of protocols when implementing new clinical systems.

Oversees nursing meaningful use program and ensures that nursing documentation is in accordance with regulatory requirements.

Develops strategies for introducing, evaluating or modifying technologies applied to nursing practice, administration, education or research.

Conducts research in a variety of informatics topics that affect both providers and end-users.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, practices and theory of professional nursing.
- Knowledge of HIPPA, JCAHO, and CMS requirements for documenting and/or using electronic health records.
- Knowledge of nurse informatics.
- Knowledge of the principles and practices of supervision.
- Knowledge of the principles and practices of project management.
- Ability to analyze data and evaluate activities and to take actions necessary to implement desired changes.
- Ability to lead and train others.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively with the public and employees.
- Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

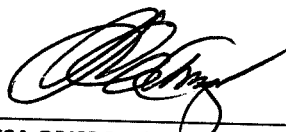
- a) Master’s degree in nursing informatics from a recognized college or university and five years of experience in professional hospital nursing work including two years as a supervisor; or
- b) Master’s degree in nursing from a recognized college or university and six years of experience in professional hospital nursing work including two years as a supervisor; or
- c) Bachelor’s degree in nursing from a recognized college or university and seven years of experience in professional hospital nursing work including two years as a supervisor; or
- d) Any equivalent combination of experience and training beyond the Bachelor’s degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a current license as a Registered Professional Nurse on Guam, possession of a current Basic Life Support certification, and possession of a current certification in nurse informatics is preferred.

ESTABLISHED:

PAY GRADE/PLAN:	N-O (NPP)	
<u>HAY EVALUATION</u>		
KNOW HOW:	E+I3	264
PROBLEM SOLVING:	E3+(38%)	100
ACCOUNTABILITY:	E1P	<u>132</u>
TOTAL POINTS -		496



THERESA OBISPO, Chairperson
Board of Trustees