

LABORATORY INFORMATION SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Information Systems, an incumbent in this class manages laboratory information systems at the Westchester Medical Center. Responsibilities involve analysis, design and implementation, including data gathering and analysis of methods and procedures; design recommendations in the form of user proposals, operational instructions, and computer program specifications; and implementation and support involving systems testing and user training. An incumbent must possess a high level of technical expertise to enable the technical application of computer analysis for this specialized system. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and oversees the performance of the laboratory information system to ensure that it is functioning correctly and meeting the needs of the department;

Implements all aspects of system requirements, including systems analysis, policy and procedure documentation, test plans, system performance, and user training;

Manages the development and installation of computer or software upgrades from the point of evaluation, budgeting, proposal, testing, project management, vendor execution of upgrade, quality control, and acceptance;

Oversees automated systems installations and computer operations to ensure data is processed according to program instructions and to ensure timely communication of results to unit-based video displays hospital-wide and with timely alerting of critically adverse patient conditions;

Monitors automated interfaces, both instrument interfaces and interfaces with related hospital-wide computer systems, to ensure optimum accuracy, appropriate flow of data and timely turnaround of results;

Controls data storage and flow to ensure ongoing effective data retrieval and report generation systems, plans and forecasts data needs, and manages data storage in compliance with regulatory requirements demanding long-term storage of data and retrieval for patient care and report generation purposes;

Evaluates software and makes recommendations regarding software upgrades and new modules;

Develops software and designs software modifications necessary to meet reporting needs, or as required by new instrument interfaces or lab tests;

Works with clinical staff to identify the functional capabilities of the specialized software applications, investigate causes of system malfunctions, troubleshoots source of errors;

Monitors specimen tracking capabilities from collection through disposal, automated medical necessity checking for Medicare and managed care billing compliance, and point of care testing integration and outreach functionality;

EXAMPLES OF WORK: (Illustrative Only) (Cont.)

Assesses reporting needs, including operational, management, regulatory requirements, and ensures report generation needs of the department are met;

Prepares test plans for system or software upgrades, coordinates and executes testing, prepares environments, and documents results;

Acts as liaison with vendors and attends vendor training;

Participates in integration of network configurations and system servers to ensure that design meets the system and disaster recovery requirements required by the laboratory;

Acts as project manager for installation and maintenance of equipment and identification of functional capabilities of specialized software applications;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operations, functions, capabilities and objectives of laboratory information systems; thorough knowledge of the principles of systems analysis, configuration, design, and testing; good knowledge of the principles of data storage, data flow, and report generation; good knowledge of applicable interface standards; good knowledge of principles of project management; ability to analyze functional specifications and information to determine, recommend and plan the layout of computers and peripherals, or to modify existing equipment and systems, so that such systems operate efficiently and effectively; ability to convey both orally and in writing the requirements, design, and operation of all components of the system; ability to instruct in program procedure and system usage; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as word processing, spreadsheets, calendar, email and database software; ability to communicate effectively, both orally and in writing; initiative; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's degree and four years of experience where the primary function of the position was analysis, maintenance and implementation of computer-based laboratory information systems.

SUBSTITUTION: Possession of a Bachelor's degree in computer science, information technology or a closely related field may be substituted for the general Bachelor's degree plus one year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree-granting institution.

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Job Group: XV