

EMS Registry Data Analyst

Job Description

Purpose of position:

Responsible for directing the further development and implementation of the state EMS Registry primarily through maintaining communication, and working with, relevant partners within the Indiana State Department of Health to expand the Registry.

Communicates with EMS providers on issues related to EMS data collection and analysis, with a focus on improving the timeliness and accuracy of the data that EMS providers submit to the Registry.

Works with the Trauma Registry Data Analyst to prepare analytical reports from EMS registry data and coordinate data issues with EMS registry partners. Assists the Trauma Registry Manager and director of the Trauma and Injury Prevention Division in managing day-to-day operations of the Registry.

Duties and responsibilities:

- Plans, evaluates and conducts in-service training programs regarding the Registry for Indiana hospitals.
- Uses knowledge of principles of marketing and promotion to recruit and retain Indiana hospitals to participate in the State Trauma Registry.
- Adjusts established training materials, outlines and guidelines to needs of individual hospitals.
- Selects, procures and orders texts, audiovisual aids and various training materials to supplement training sessions.
- Serves as instructor for Trauma Registry training sessions.
- Assists the Director in overseeing the work of the Data Analyst in maintaining Registry data, in compiling data and improving the quality of Trauma Registry data to best meet the needs of Registry customers.
- Assists in the development of performance improvement initiatives using Trauma Registry data to further develop Indiana's trauma system.
- Performs related duties as required.

Job requirements:

- Knowledge of, or ability to learn, registry databases.
- Clinical background preferred, especially in Prehospital patient flow.
- General knowledge and experience with adult education preferred, especially in the hospital setting.
- General knowledge of marketing and promotion.
- Working knowledge of computers, including keyboarding skills and Microsoft Office
- Ability to research, abstract and summarize information about Trauma Registry issues.
- Strong communication skills, both written and verbal.
- Ability to plan and conduct effective training courses.
- Ability to establish effective and cooperative working relationships with trainees, other hospital staff and others to further the goals of the State Trauma Registry and trauma program in general.
- Ability to keep current on new trends, philosophies, and available materials regarding adult education, especially in the hospital setting.

Supervisory responsibilities:

Assists director of the Trauma and Injury Prevention Division in supervising Trauma Registry staff, including the Data Analyst.

Difficulty of work:

Work is broad in scope involving variables which cover the planning and implementation of a variety of diverse training courses. Extensive judgment is required in converting specific Trauma Registry needs into a relevant training curriculum for hospital staff. Incumbent must use extensive judgment in scheduling training sessions to maximize effectiveness and efficiency and in changing curriculum as appropriate. The work will require that the incumbent show good judgment, initiative, and originality in the preparation and dissemination of materials on Trauma Registry issues. Must have good organizational skills to track numerous projects and to be able to quickly shift attention back and forth from various assignments. The work may involve many types of Trauma Registry issues, and some issues may have few guidelines. The incumbent will make decisions under pressure, and will have to use his/her own judgment to determine priorities, develop content, and further develop the Registry's reach among Indiana hospitals. Must be able to work independently, but also interact with other Trauma and Injury Prevention and ISDH staff to complete projects on time and under budget.

Responsibility:

Incumbent is responsible for planning and implementing training programs for the State Trauma Registry and assisting the Director of the Trauma and Injury Prevention Division in managing the Trauma Registry. Under the direction of the director of the Trauma and Injury Prevention Division, ensures completion of the training and marketing mission of the Trauma Registry to recruit and retain Indiana hospitals to participate in the State Trauma Registry. The incumbent is expected to apply the appropriate training and marketing principles to complete his/her work. The work is regularly reviewed by the director of the Trauma and Injury Prevention Division to ensure projects completed meet the objectives and goals for the Trauma Registry. Responsible for keeping appropriate Division staff and others up-to-date on progress of all projects and assignments.

Personal work relationships:

The incumbent has personal contact with ISDH staff, including Trauma and Injury Prevention staff, other state agency staff, hospital employees and others for the purpose of accomplishing Trauma Registry programs through marketing, training and other Registry outreach activities.