



State EMS Office Data Manager Job Description

Data Collection

- Ensures quality data collection techniques are established for reporting agencies
- Trains reporting agency of data collection tools and equipment
- Formulates, implements, and enforces proper data collection policies and procedures
- Establishes data quality standards and work with reporting agencies to ensure standards are met
- Determines data needed to be collected and the appropriate data resources for specific health data projects
- Educate and train EMS responders and reporting agencies on proper data collection methods

Data System Management

- Ensures data system is operational
- Provides access to reporting agencies to submit data
- Troubleshoots data submission errors and data error issues
- Assists reporting agencies with set-up, testing, and implementation of data collection software
- Manages contract with data collection vendor(s)
- Maintains close working relationship with data collection vendor(s)
- Ensures that all vendor updates are proper installed and rolled out

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- Performs and documents procedures for data preparation including data cleaning, standardization and analysis
- Develops data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage
- Develops and implements evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure

Data Reporting and Analysis

- Shares data with NEMSIS
- Shares data with other State and Federal agencies, as needed
- Evaluating current systems to improve operations and patient care
- Develop and Maintain a public access or limited access data research portal
- Ensure the proper transmittal of EMS data to hospital reporting systems
- Integrate EMS data with the state trauma registry
- Prepare monthly, quarterly, and annual data reports for distribution
- Develops ad-hoc reports as necessary
- Presents data at conferences and meetings where needed
- Assists the EMSC program with data collection requirements
- Consults with staff on data coding problems and assists in developing means to correct those problems
- Understands and ensures privacy law and standards

Collaboration

- Attend and participate in related data meetings around the state (trauma, stroke, injury prevention, police, fire, etc.)
- Participate in NASEMSO Data Managers Council meetings

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Other Duties

- Provides on-going consultation and technical assistance.
- In an emergency situation, may be required to represent the State EMS Office in the EOC or equivalent. May work with other agencies in disaster data analysis.

Skills

- Limited supervision
- Computer applications for data collection
- The principles and practices of data management
- Data collection
- Data utilization
- Data validation
- Research methodologies
- Report designs
- Arithmetic
- Algebra
- Calculus
- Statistics
- Presenting information to others to convey information
- Teaching others so they understand
- Database management
- Medical terminology
- Public relations
- Microsoft Office Suite

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Education

- Master's Degree and at least one year experience in:
 - Health Data Analysis/Management
 - Statistics
 - Public Health (Epidemiology/Biostatistics Focus)
 - Epidemiology

Preferred Education

- Licensed Paramedic or Nurse with EMS Experience