St George's Hospital
A TRADITION OF EXCELLENCE

Position Description:
Clinical Informatics Specialist

Business area:	St Georges Cancer Care Centre
FTE:	As per Conditions of Employment
Reports to:	General Manager

Our Vision	Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.
Our Mission	To be the patient's choice for world class cancer care delivered by people with passion.
Our Values	Excellence • We deliver outstanding care to our patients with a focus on continuous improvement. Resilience • We are flexible and responsive to the needs of our patients and our people. Collaboration • We work in partnership with our patients, their whanau, and our staff. Integrity • We act with authenticity and to the highest standard of performance and conduct.

Position Objective:

• *To provide overall clinical information support for St George's Cancer Care Staff ensuring consistent and smooth system capability and effective integration across the service.*

Functional Relationships:

Internal:	**External:**
• All staff at St George's Cancer Care Centre • St George's Hospital IT team	• Te Aho o Te Kahu • Ministry of Health • New Zealand MOSAIQ Specialists • External vendors such as Elekta • External stakeholders like HNZ, GP practices

Position Description:
Clinical Informatics Specialist

Key Areas of Accountability:

Area of Accountability	Expected Results
Health information technology To ensure the consistent and reliable management, implementation and maintenance of health information technology systems deployed throughout the Cancer Care Centre with a particular emphasis on MOSAIQ.	**User Engagement & Support** • Facilitate active participation of end users in the selection, implementation, utilization, and evaluation of health information technology to meet clinical and business needs. • Provide ongoing clinical support (in person, phone, or remote) to ensure proper system use, optimize outcomes, and deliver training updates. • Works with clinical teams to understand workflows to enable the appropriate use of health information technology ensuring value added to clinical processes. **System Evaluation & Testing** • Facilitate ongoing evaluation of health information technology systems to maximize organizational value. • Assist in testing end-to-end system functionality during software upgrades. • Identify, test, and recommend tools that align with the center's strategic direction. **Data & Procedure Management** • Contribute to developing and maintaining procedures for reliable data collection, ensuring accuracy and timely delivery of information. **Risk & Change Management** • Identify and quantify business risks from a clinical perspective for new health information technology opportunities. • Manage change during the implementation and maintenance of clinical informatics tools. **Tool Development & Vendor Liaison** • Develop relevant clinical informatics tools. • Act as the primary liaison for external informatics stakeholders and vendors.
Interpersonal Relationships/Leadership and Teamwork	• Promotes harmonious working relationships within the department and with clinicians and other staff members. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Communicates effectively, honestly and openly with other team members. • Fosters co-operation across clinical and administrative groups. • Models St George's values.
Inter-professional Healthcare and Quality Improvement	• Contributes to the review and development of policies and procedures. • Ensures own availability to clinicians/allied health professionals and hospital staff to discuss quality of care delivery. • Ensures services are delivered to patients and clinicians in a professional and customer focused manner. • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Participates actively in the maintenance of Ministry of Health Certification and QHNZ Accreditation process status.
Professional Development	• Maintains professional standards at all times by applying the standards of practice as laid down by the professional body and the organisation. • Demonstrates and facilitates contemporary knowledge and skills. • Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.

Position Description:
Clinical Informatics Specialist

Area of Accountability	Expected Results
	• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organization. • Identifies own learning requirements/deficits and discusses development plan with Manager. • Attends CPR updates and familiarises self with emergency equipment. • Attends relevant study days and in-service education. • Fosters an environment conducive to learning, enquiry and research. • Participates in approved research programmes as requested.
Organisational Culture	• Fosters co-operation across the organisation. • Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians). • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
Te Tiriti o Waitangi	• Understands and has knowledge of Te Tiriti o Waitangi. • Collaborates with colleagues regarding the integration of Te Tiriti principles in practice. • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.
Cultural Safety	• Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety	• Complies with and supports all health and safety policies, guidelines, and initiatives. • Ensures all incidents, injuries and near misses are reported in our H&S reporting tool.
Organisational effectiveness	• Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties	• To undertake other duties as requested by the general manager from time to time • Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	• Degree in Information technology or Health discipline	• Health informatics qualifications
Experience & Knowledge		• Experience in similar role • Project management skills • Experience with oncology information systems
Personal Attributes	• Strong interpersonal and relationship building skills • Positive attitude	