



**ZERO SUICIDE INITIATIVE:  
DATA MANAGEMENT ANALYST  
Position Description**

<b>Division</b>	Nursing	<b>Reports To</b>	ZSI Coordinator
<b>Department</b>	Zero Suicide Grant	<b>Location (s)</b>	Tséhootsooí Medical Center
<b>Salary Range</b>	\$69,139.20-\$86,424.00/Annually	<b>Classification</b>	Exempt
		<b>Supervises</b>	No
<b>Hours/Week</b>	40	<b>Effective Date</b>	September 18, 2019
<b>Type of Position</b>	Temporary Full-time (Grant Funded)	<b>Revised Date</b>	

**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees at the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality, Health Insurance Portability and Accountability Act (HIPAA), and patient care to the fullest extent.
- Adhere to all FDIHB policies and the professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Abide by all applicable Federal and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license

**POSITION PURPOSE**

This position works with the Zero Suicide Coordinator and team by inputting data and extracting specific information and statistics for grant and accreditation reports. In addition, this position will be expected to communicate consistent and accurate reports to staff and Indian Health Services ZSI National Grant Lead.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Maintains existing programs and updates the data collection processes that will contribute to meeting the goals and objectives of the ZSI program.



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- Provides an organized systems-based approach to ZSI data collection requests; develop related integrated programs for hospital clinical staff.
- Coordinates data collection and manages information so that it can be used to analyze business functions, productivity and redundancies. Specialists work to ensure that the data is collected properly observing any legal or ethical standards are met, especially for data that involves personal information.
- Provides information to ZSI grant team and coordinator, Indian Health Services reports and quarterly, annual report information.
- Creates and maintains data collection efforts using RPMS data, including creating the search logic using ICD-9/10 and CPT-4 and DSM-V codes pertaining to suicide and related mental health and/or substance abuse records.
- Develops and applies methods of collecting and storing data in a database through the use of staff/work computers and various programming options involved in such use.
- Provides professional data presentation when requested by ZSI Coordinator during staffing meetings, local and state level presentations.
- Prepares documentation of the database systems and instructs system users and staff in their operation. Maintains documentation of the detail logic and operation of programs developed.
- Creates and maintains risk registry maintenance, flow sheet set up, add patient from template, add/edit ZSI related letters, entering/deleting patients from the registry, patient management, report generation, diabetes program audit, and retrieval of clinical data.
- Utilizes the QMan User Manual and will understand the annual release notes, demographic attributes and at-risk patients data base.
- Understands how to extract data from QMan related to ZSI such as suicide risk screens, assessments, diagnosis and problem list entries, prescriptions and patient education, and consistent monitoring or risk related factors; Should be able to review comorbid conditions, and adherence concerns, such as immunizations, medical procedure, visits and providers, hospitalization and contract health services.
- Utilizes and crafts I-Care Panels with the use of RPMS aggregate data to provide specific quantitative based on requirements of ZSI grant; at times, will need to work closely with the data analytics team TMC.
- Provides support assistance for grantee departments with data management and data extraction under the direction of the ZSI Coordinator.
- Ensures accuracy of impromptu details and ensure that what is being recorded and stored is correct.
- Uses and navigates the Electronic Health Record (EHR) to view pertinent patient information to update and maintain a hospital-wide risk registry.



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- Utilizes the RPMS system as well as Q-man and medical reporting to ensure that required data is valid and extractable.
- Attends meetings and represent assigned department or program area when required or as requested.
- Ensures compliance with Privacy and HIPAA standards and supports compliance with established CMS Standards.
- Other duties as assigned

### **MANDATORY MINIMUM QUALIFICATIONS**

#### **Experience:**

Three (3) years of direct work experience in data management or statistics, with one (1) year of experience in RPMS.

#### **Education:**

Bachelor's degree in Information Technology, Business Administration or Project Management, or related field or equivalent experience.

#### **Mandatory Knowledge, Skills, Abilities and Other Qualifications:**

- Excellent customer service skills.
- Ability to work independently.
- Working knowledge of the Electronic Health Record (EHR). RPMS, I-CARE; EHR.
- Excellent problem solving and critical thinking skills.
- Working knowledge of the ICD-9/10 and CPT-4 codes related to suicidality, at-risk and/or related MH conditions. Ability to retrieve data and present to interdisciplinary staff.
- Knowledge of the basic principles of HIPAA, Privacy Rule and PHI. Responsible in disclosure of certain forms of data and information.
- Knowledge and use of office automated equipment such as personal computer, office computer, word processors, copiers, fax machines etc.
- Knowledge of program activities, including awareness or purpose, objectives and priorities.
- Skill in organizing own work, setting priorities and meeting critical deadlines.
- Ability to create programs of consolidated concise data.
- Ability to be pro-active and self-motivated.



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- Ability to interface with employees across all levels of the organization and externally with local community leaders and tribal partners.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent proficiency in computer software and applications associated with a business environment including Microsoft Office (Excel, Outlook, PowerPoint, Publisher and Word).
- Ability to prepare acceptable materials for use by communication media.
- Ability to speak clearly and confidently in public.
- Ability to maintain confidentiality.
- Ability to work after hours.
- Ability to present ideas clearly and concisely orally and in writing.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers

### **PREFERRED QUALIFICATIONS**

- Master's Degree in Information Technology, Business Administration or Project Management Related field.
- One (1) year project management experience in healthcare operations.
- Bilingual skills in English and the Navajo language

### **ENVIRONMENT**

#### **Work Environment:**

Normal office conditions exist, noise level may vary and overnight travel may be required.

#### **Physical Demands:**

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.



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**Mental Demands:**

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**NAVAJO/INDIAN PREFERENCE**

FDIHB and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

**OTHER**

All employees must fully uphold all principles of confidentiality and patient care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

*Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**Reviewed By:** RaMona Wauneka **Title:** Director of Human Resources

**Approved By:** RaMona Wauneka **Title:** Director of Human Resources

**ACKNOWLEDGMENT**

I have reviewed the content of the **ZERO SUICIDE INITIATIVE: DATA MANAGEMENT ANALYST** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.



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Describe any accommodations required to perform these functions:

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Employee (printed name)

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Employee (signature)

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Date

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Supervisor (printed name)

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Supervisor (signature)

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Date