



DIRECTOR OF DATA QUALITY AND ANALYTICS

Reports to: Executive Director

FLSA Status: Full-Time, Exempt

Supervises: Manager, Trauma Performance Improvement & Patient Safety
Manager, Trauma Data Quality
Trauma Registry Auditor
Trauma Data Analyst

Position Summary: Provides leadership and direction in collaboration with PTSF board members, staff, and committees regarding use of PTSF data and data collection systems for the purposes of research, accreditation and performance improvement.

- Duties & Responsibilities:**
- Acts as PTSF liaison with Digital Innovations, Inc and other applicable vendors assuring that current and future planning, development and enhancement of PTSF sponsored software and trauma databases is optimized and that all users (office/hospital staff) are educated in an appropriate and timely manner.
 - Develops and plans education including course curriculums for office and hospital staff on PTSF supported databases.
 - Processes data independently and in collaboration with office staff for research studies conducted by Pennsylvania accredited trauma centers and other agencies. This includes development of database queries and reports as well as customer support to individuals requesting data on research design and analysis.
 - Supports research committee in advancing research initiatives including data analysis, RFP development, award recognition, and grant work.
 - Supervises and mentors PTSF Trauma Registry and Performance Improvement staff including holding staff accountable for mutually agreed upon goals and performance expectations.
 - Develops, maintains and ensures appropriate implementation of PTSF policies and procedures for PTSF statewide trauma registry and performance improvement data collection systems.
 - Acts as a liaison to PTSF office technology vendors, assuring that current and future information systems provided to PTSF staff are functional and periodically enhanced with most up to date technology including, but not limited to, hardware, software, cloud based systems and data security.
 - Participates in the preparation and monitoring of the PTSF annual budget related to technology costs, maintenance fees, educational programs, and any other associated IT costs.

ADDITIONAL RESPONSIBILITIES

- Acts as a PTSF state and national liaison to associations and societies dedicated to assuring quality trauma center/system data use.
- Supports PTSF staff on the use of the Foundation’s learning management system.
- Keeps up-to-date with all national standards related to data quality through conference and webinar attendance.
- Performs other duties as assigned/requested.

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Job Specifications & Required Skills:

▪ Required

- Master's degree.
- Minimum of five years' experience in using health data collection systems for the purpose of research and performance improvement.
- Minimum of 3 years of supervisory experience with evidence of effective staff management and leadership skills.
- Proven skills in project management with the ability to work with staff and committees in developing and completing multiple simultaneous projects in a timely fashion.
- Strong data analysis skills with the ability to independently support researchers in framing appropriate research questions and supporting them with data from the PTOS trauma registry.
- Demonstrated interpersonal, written and verbal communication skills including expertise in giving formal presentations to varied audience types and sizes.
- Strong problem-solving, and customer service skills.
- Ability to promote and facilitate change management.
- Strong customer services skills.
- A desire to be a high functioning team member which places an emphasis on ethical values and integrity.
- Membership and active involvement in professional organizations with a focus on data collection, quality, and use.
- Proficient use of Microsoft Office Suite—WORD, Excel, Outlook, PowerPoint and Access.
- Valid PA driver's license.

▪ Preferred

- Experience with Collector PTOS Trauma Registry
- Clinician experience in a trauma center (i.e. physician, nurse, CRNP, PA)
- ICD-9-CM and ICD-10-CM coding experience
- Knowledge of the Abbreviated Injury Scale
- Certification as Registered Health Information Administrator (RHIA).



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Equipment Operated:

- Routine office equipment—computer, telephone, copier/FAX, audio visual equipment.
- Automobile/vehicle.

Working Conditions & Physical Demands:

- Must be able to sit, stand, walk and drive as needed.
- General non-smoking office environment.
- Occasional travel required.