Job Description
Health Information Technology Project Director
– Albany, NY

The Community Health Care Association of New York State (CHCANYS) is a 501(c)3 membership association of community health centers serving community, homeless, and migrant populations. CHCANYS is a dynamic, team-oriented non-profit association and provides support and technical assistance to federally qualified health centers (FQHC’s) and other safety-net primary care providers across New York State. CHCANYS has offices in New York City and Albany.

The Health Center Network of New York (HCNNY) is a federally funded health center controlled network previously unincorporated and incubated within CHCANYS. Now an independent 501(c)3 corporation, HCNNY will be staffed and supported through a Management Services Agreement with CHCANYS and the two organizations will maintain strong ties to leverage available knowledge and resources to advance health information technology initiatives for HCNNY and CHCANYS members alike.

HCNNY is comprised of nine member health centers throughout upstate New York and CHCANYS. The network’s strategic plan through 2012 includes incremental, manageable growth in membership and aggressive implementation of additional EHR tools to ensure that members remain at the leading-edge of HIT adoption and use.

POSITION SUMMARY:

The Health Information Technology (HIT) Project Director will have primary responsibility for strategic planning and project management of technology enabled initiatives to improve clinical quality and operational outcomes for HCNNY member health centers in accordance with the network’s strategic plan and federally supported project workplans. The HIT Project Director will lead in developing and overseeing project plans as well as the technical and analytical infrastructure necessary to maximize the use of electronic health record technology (EHR) and effectively utilize the data provided to improve patient health outcomes and obtain available marketplace incentives.

This position will have a key role in the development, management and delivery of EHR adoption and implementation support services to health centers enrolled in the Regional Extension Center (REC) program and will serve as liaison with CHCANYS, working closely with their technology staff on statewide health IT issues and initiatives.
The HIT Project Director will directly supervise and manage the collaboration of the Clinical Quality Improvement Coordinator, Chief Technology Officer and two Implementation Specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Design and implement project plans to meet the strategic goals of HCNNY in the areas of member implementation, non-member service delivery, optimal use and aggregate data visualization and analysis.
  - Member implementation: Coordinate product procurement, installation, project management and user training for HCNNY members of EHR, Practice Management and other identified systems to ensure effective initial implementation as well as sophisticated, on-going use of all available features.
  - Non-member service delivery: Oversee the marketing and delivery of high quality EHR implementation and training services to non-members at competitive market rates.
  - Optimal use: Develop and manage project plans to procure and implement electronic messaging and other electronic patient communication tools to augment EHR use and ensure that members achieve and maintain both patient centered medical home and meaningful use status. Coordinate network-wide ongoing training programs to ensure all members are proficient in the use of advanced functionality and/or newly released features. Develop and coordinate customized, on-going training programs for member centers to address identified training needs and gaps in product utilization at the center level.
  - Aggregated data visualization: Oversee the ongoing development of the network’s data repository, working closely with project consultants and informaticists to design effective and innovative means for presentation and analysis. Work closely with the Clinical Quality Improvement Coordinator to design and implement quality improvement programs that are both fueled and fostered by the aggregated data presented.

- Maintain close coordination with and serve as staff support for HCNNY Finance, Clinical and IT committees, assisting in preparation of monthly meeting content, attending all meetings and coordinating all follow-up items and activities.

- Manage the delivery of EHR adoption and implementation services provided under the Regional Extension Center program utilizing both HCNNY and CHCANYS staff resources.

- Work closely with CHCANYS VP of Health Information Technology to administer state-wide IT support and advocacy programs including but not limited to:
  - Vendor workgroups
  - Product development initiatives
  - Special project teams
  - Education programs

- Prepare and maintain project documentation, analyses and status reports.

- Assist in the preparation and submission of all required reporting to funding agencies and project collaborators.
• Assist in identifying and applying for applicable funding opportunities to further network goals.
• Perform other duties and responsibilities as requested.

REPORTS TO: Executive Director, HCNNY

SUPERVISES: Clinical Quality Improvement Coordinator, Chief Technology Officer, Implementation Specialist (2)

KEY ORGANIZATIONAL RELATIONSHIPS:
This position works in close collaboration with:
• All HCNNY staff, members and clients
• CHCANYS management and staff

MINIMUM REQUIREMENTS:
• Bachelor’s degree in related field with a minimum of five years experience in health care information systems and project management.
• Primary Health Care services experience, Community Health Center knowledge a plus.
• Knowledge of EHR systems and practice management.
• Knowledge of current healthcare landscape and awareness of existing and emerging state and national HIT initiatives.
• Excellent communication (verbal and written) and presentation skills.
• Must possess excellent computer skills, particularly with all Microsoft Office applications, including Word, Excel, Access, PowerPoint and Outlook.
• Excellent client/customer service orientation.
• Ability to deal effectively with a variety of people and work in a team environment.
• Ability to multi-task, prioritize and work under deadlines.
• Must be able to travel up to 75% of the time

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. This person must have the ability to travel as required to work with staff.
CATEGORY: Full-Time, Exempt
OFFICE LOCATION: TBD
JOB DESCRIPTION EFFECTIVE DATE: August 16, 2010

CHCANYS and HCNNY provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran or any other characteristic protected by law. CHCANYS and HCNNY comply with all applicable federal, state, and local laws, regulations and ordinances prohibiting employment discrimination.