



Job Code 10961
Job Title Training Coordinator (IS)
FLSA Status Exempt
Effective Date 7/1/2011

Physical Requirements C - Administrative

| Employee Name | Empl # | Department |
|------------------|--------|---|
| | | Information Services |
| Reviewing Leader | | Review Period |
| | | <input checked="" type="checkbox"/> Job Description <input type="checkbox"/> 90-Day <input type="checkbox"/> Annual |

Reporting Relationships

Reports to (job title):

Supervises (job title):

Minimum Qualifications

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|-------------------------|--|
| Education (select one) | Bachelor's Degree |
| Area of Study: | Technology education, Information Systems, Healthcare |
| Experience (select one) | 3 years experience required |
| Licensure(s): | |
| Certification(s): | EPIC Certified in appropriate environments |
| Other: | Works collaboratively with a variety of internal and external customers (i.e. staff, peers, managers, medical staff, community groups, affiliated facilities). |
| | Skill in advanced administrative procedures/practices to include advanced proficiency with Microsoft Office Suite, and educational development software. |
| | Ability to accurately speak, read, write and understand English. |
| | Ability to plan and manage multiple tasks and workflow, work independently while collaborating with internal and external customers. |
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Preferred Qualifications

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|-------------------------|--|
| Education (select one) | Bachelor's Degree |
| Area of Study: | Project Management |
| Experience (select one) | 5 years experience required |
| Licensure(s): | |
| Certification(s): | EPIC or MS OFFICE |
| Other: | Knowledge or experience in clinical/business operations. |
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Job Summary

This position conducts needs analysis and facilitates training of technology and computer applications throughout the hospital in order to ensure that organizational technology training needs are addressed. Provides design, development of training materials. If software certified, maintains certification/proficiency in appropriate technology(s)/application(s); includes basic-level of skills in planning and analysis. This position works closely with other Trainers, Instructional Designer/CBT Developer, CIS, IS, and staff in corresponding departments and clinics. Collaborates with others to ensure that mechanisms are in place to maintain effective technology training based on identified needs and priorities. The IS Training Coordinator position is responsible for the support and implementation of IS projects within the department and the organization. Assigned projects range in scope from facilitation of on-going programs to specific, targeted program review plan logistics of events, to create and/or edit correspondence, establish, maintain and revise record keeping/filing systems, be available for on-site events/programs, support staff with program registration, offers ideas to enhance programs.

CONTACT: Sarai McMahan, Supervisor, Revenue Cycle Training, Rady Children's Hospital, San Diego; 858.576.1700, ext. 7234; email smcmahan@rchsd.org