

Clinical Data Specialist Job Family		
Job Title	Clinical Data Specialist I	Clinical Data Specialist II
Job Code	MJP421	MJP369
Pay Grade	WNS - 4	WNS - 6
Position Summary	Under the direct supervision of the Manager or designee, the Clinical Data Specialist I participates in non-urgent reporting of newborn screening results to the external clinical community and provides administrative support to ensure the timely reporting of clinically significant newborn screening results. The Specialist I works as assigned to identify the medical healthcare provider and contact information for infants needing newborn screening follow up and, in keeping with established protocols, prepares electronic and hard-copy patient folders for clinical reporting. The Specialist communicates recommended next-step actions to infants' health care providers and documents comments in the infant record. This position is an entry level clinical reporting position that does not require any interpretation of lab results and performs work under direct supervision.	Under the general supervision of Manager or designee, the Clinical Data Specialist II participates in the daily reporting of newborn screening results to members of the external clinical community to ensure the timely reporting of clinically significant newborn screening results. In keeping with established protocols, the Clinical Data Specialist II works to identify the medical healthcare provider and contact information for infants needing newborn screening reports and follow-up and prepares electronic and hard-copy patient folders for clinical reporting. The Clinical Data Specialist II communicates time-urgent results and recommended next-step actions to infant health care providers and documents the communication in the infant record. This is an intermediate level clinical data and reporting position that requires previous experience and will work under a moderate level of direction and supervision to perform assigned work.
Essential Functions /Scope	<ul style="list-style-type: none"> * Communicates routine, non-urgent newborn screening results to healthcare providers. * Documents all relevant information in the infant's medical records. * Prepares materials to assist more senior clinical data staff with reporting all out-of-range laboratory results to health care providers. * Updates the program's electronic tracking system to maintain accurate records for all infants under established procedures and processes. * Assists more senior clinical-data staff with ensuring completion of recommended non-urgent actions for infants requiring such. * Assists more senior clinical-data staff with tracking long-term continuity of care and outcomes for infants diagnosed with a newborn screening condition. * Follows established safety and privacy protocols. 	<ul style="list-style-type: none"> * Collects and triages medical laboratory results from the section's laboratory in accordance with parameters set forth by the Scientist. * Prepares materials to facilitate the reporting of out of range laboratory results to infants' health care providers. * Completes telephone and written reporting of medical laboratory results, their interpretation, associated risk assessment and next-step actions to the health care provider in accordance with SOP. * Responds to external queries for newborn screening results or result interpretation in light of stated clinical concern by caller. * Documents all reports and relevant clinical information in the infant's record to ensure record is accurate and timely. * Assists Liaison or Scientist with ensuring that the infants with results requiring priority action receive appropriate recommended actions. * Assists Liaison or Scientist with tracking long-term continuity of care and outcomes for infants diagnosed with a newborn screening condition. * Assists Liaison or Scientist with assimilating and organizing groups of results as requested by the Scientist for review by the Scientist or Clinical Advisory Working Group. •Follows established safety and privacy protocols.
Required Qualifications	<p>High School diploma; or equivalent experience Two years of relevant office experience A basic understanding of clinical information Excellent verbal and written communications skills Excellent interpersonal skills Skilled in electronic file management and general software usage A solid respect for the use of Standard Operating Procedures as they relate to the Clinical Public Health Lab Flexibility in work schedule as required by laboratory section (i.e., weekend and holiday rotations)</p>	<p>Bachelor's degree in life sciences, nursing, genetics or related field ; or equivalent experience 2 years of previous related experience with willingness and ability to be cross trained in new clinical knowledge Excellent verbal and written communications skills Excellent interpersonal skills Skilled in electronic file management and general software usage A solid understanding of regulatory issues and the use of Standard Operating Procedures as they relate to the Clinical Public Health Lab</p>
FLSA Status	Non Exempt	Non Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Clinical Data Specialist I