



Title: Systems – Data Analyst

Reports To: Director Clinical Engineering

Department: Biomedical Engineering

FLSA Status: non-exempt

Purpose: The **Systems – Data Analyst** is primarily responsible for the review and clean-up of missing item specific data within the development and management of the Nuvance Health Clinical Engineering database system Phoenix (AIMS). This will be accomplished by managing electronic technical records and tasks including service manuals for all the medical equipment in the AIMS inventory. This person must have strong computer skills and manage appropriate resources. They must also have very good interpersonal and communication skills, both verbal and written.

Essential Responsibilities

1. Research for best practices related to procedures in accordance with the appropriate manufacturer recommendations.
2. Review information contained within the AIMS system looking to update incorrect / missing information as needed
3. For each procedure, research and document all tasks needed to complete the procedure.
4. Once approved, create check list for inspection protocol into Excel for upload to AIMS.
5. Contact vendor to obtain an electronic version of the service manuals to be incorporated into the equipment records.
6. When possible, create an alternate equipment maintenance (AEM) program in cooperation with the technical staff and management.
7. Identify frequency for preventive maintenance for all models and types of medical equipment against the existing schedule.
8. Keep management informed by preparing reports on system performance and problems.
9. Develop a strong working relationship with the technical staff, management and customers.
10. Actively seek opportunities for self-improvement through self-awareness and feedback in technical and personal areas.
11. Work to understand complex functional situations by paying attention to the details of the tasks at hand. Prioritize and systematically organize tasks for self, recognizing how assigned tasks fit into the larger scope of the project/engagement.

12. Assert own ideas and persuasively present supporting rationale.
13. Allocate own time efficiently and implement effective processes for accomplishing tasks/assignments. Proactively communicate status of work. Take interest in helping others assimilate/adjust to new project/job/task.
14. Excellent listening, communication and presentation skills. Competence in use of Microsoft PowerPoint, Excel, Word, and Project Management software.
15. Maintain and Model Nuvance Health Values.
16. Demonstrates regular, reliable and predictable attendance.
17. Performs other duties as required.

Education and Experience Requirements:

Required:

- High School diploma or GED
- Bachelor’s degree preferably in a technical degree

Minimum Knowledge, Skills and Abilities Requirements:

- Competence in use of Microsoft PowerPoint, Excel, Word, and Project Management software.

Experience Required:

- Minimum of 2 years with experience of working with a database system and use of Microsoft PowerPoint, Excel, Word, and Project Management software.

Working Conditions

Manual Skills	Select One
<i>Duties require little or no application of manual skills</i>	
<i>Some portions of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity</i>	
<i>Significant portions of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity</i>	X

Physical Effort	Select One



JOB DESCRIPTION

<i>Duties involve sedentary to light physical effort. Physical demands range from sitting, walking, standing or pushing or pulling materials. Work may involve exerting up to 10 pounds of force to lift, carry, push, pull or move objects</i>	X
<i>Duties involve medium to heavy physical effort. Physical demand requirements are in excess of those for light work. Work involves exerting from 10 to 35 pounds of force to lift, carry, push, pull or move objects</i>	
<i>Duties involve very heavy physical effort. Physical demand requirements are in excess of those for heavy work. Work involves exerting from 35 to 50 pounds of force to lift, carry, push, pull or move objects</i>	

Physical Environmental	Select One
<i>Generally pleasant working conditions</i>	X
<i>Some portions of daily assignments involve exposure to dirt, odors, noise, or include patient care responsibilities with exposure to human waste, and similar elements, or much work is performed with exposure to temperature/weather extremes. Working surfaces may be unlevel, slippery, or unstable.</i>	
<i>Significant portions of daily assignments involve exposure to dirt, odors, noise or include patient care responsibilities with exposure to human waste, and similar elements; or much or work is performed with exposure to temperature/weather extremes. Working surfaces may be unlevel, slippery, or unstable</i>	

Occupational Risks	Select One
<i>Nature of duties performed presents little or no potential for job-related accidental injury</i>	X
<i>Some portions of daily assignments involve occupational risk, such as cuts, needle punctures, burns, exposure to toxic chemicals, injuries from falls, or back injury sustained with assisting in moving, lifting, or positioning patients, equipment, or materials.</i>	
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Employee Signature

Name

Date