

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COM HEALTH CENTRAL OFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Epidemiology & Population Health
4. Civil Service Position Code Description Departmental Analyst-A	10. Division Division for Vital Records and Health Statistics
5. Working Title (What the agency calls the position) Birth Defects Quality Assurance Unit Analyst	11. Section Cancer & Birth Defects Surveillance Section
6. Name and Position Code Description of Direct Supervisor ALVERSON, GEORGETTA; STATE ADMINISTRATIVE MANAGER-1	12. Unit Quality Assurance Unit
7. Name and Position Code Description of Second Level Supervisor DUNCAN, JEFFREY D; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 333 South Grand Ave., 2nd Floor, Lansing, MI 48933 / Monday-Friday: 8:00am –5:00pm

14. General Summary of Function/Purpose of Position

The individual in this position leads in the design and conduct of the statewide birth defects registry with statewide responsibilities for the operational aspects of the birth defects registry, consistent with Act 48 of 1987. The position ensures that all duties are coordinated with comparable efforts in other states, and with national standards. The position serves as a resource person for development and utilizing of methods to monitor and provide for quality and consistency in comprehensive and timely reporting of birth defects. This position is responsible for the statewide collection and processing of data relative to birth defects, in the field of health care coding systems and record storage, maintaining specialized knowledge of any trends and changes related to those systems on a statewide and national level, maintaining the ability to give consultation and technical direction to others in those matters. This individual will be expected to conduct reporting audits, prepare instructional materials and conduct training sessions. This position aides in the review and conduct of the registry to assure that the operations of the registry are in line with what is at the cutting edge of community and national standards in health information management and security. This individual will aide in the conduct, design and maintenance of redevelopment of the birth defects registry to a Sequel server platform.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

This position is responsible for the overall specifications and requirements for the birth defects data system. This involves developing the specifications for both purposefully collected and linked data, advising on the development of administration rules to implement the authorizing legislature and computer system specifications. Development of reporting forms, procedures manuals, and other data collection instruments for the birth defects registry, this position will collaborate with other stakeholders in the department to determine when modifications are necessary. Provides guidance, consultation and technical direction to other professional staff in relation to birth defects registry activities. Designs and prepares statistical tabulations and reports from the birth defects data system. Serves as the key facility contact for statistical and birth defects information statewide.50

Individual tasks related to the duty:

- Update registry manual, forms, and data collection instruments as necessary and disseminate the information to reporting facilities.
- Attend monthly team meetings to collaborate and share ideas and information with other individuals involved in the Birth Defects Program.
- Attend all meetings and provide expert guidance related to expansion of reporting in the state of Michigan to collaborate with all stakeholders involved in developing methodology for outpatient and inpatient reporting of birth defects related to electronic health record and meaningful use activities.
- Aide in the design and conduct of the re-development of the birth defects registry to new SQL server platform for maintenance of the new automated birth registry in preparation for HL7 messaging. Provide guidance and support to partners involved in the project, working closely with DTMB and stakeholders in development and maintenance of the new Sequel Server platform, as it pertains to processing and maintenance of birth defects data.
- Aide in the design and development of specialized tools for case ascertainment, such as coding crosswalks for diagnostic data and detailed master variable formats.
- Prepare and provide accurate and complete statistical reports to entities within the department, as well as in the community.
- Take steps to assure that all data released are within strict guidelines provided to protect confidentiality.

Duty 2

General Summary:

Percentage: 15

Develops and conducts coordinated statewide field effort that includes preparation of instructional material, organizing and conducting training of hospital staff, developing and carrying out audit program to evaluate reporting quality and completeness and related activities. Consolidates data and prepares reports related to these activities.

Individual tasks related to the duty:

- Make arrangements with facilities for site visit to arrange for scheduling and health records to be pulled for review
- Select cases for audit based on pre-determined criteria for review
- Travel to facilities and perform review and data collection in a timely and efficient manner
- Manage all data collected from health record review and abstracting with the utmost attention to security and patient confidentiality
- Use data from audits to evaluate quality and add missed cases to the registry
- Develop reports and training materials based on findings from audits
- Disseminate reports to facilities and to members of birth defects team for consideration as a collaborative group
- Arrange for, and provide training to reporting facilities as necessary
- Work with other individuals in the program to develop and monitor concurrent quality check routines on data, and measure the results

Duty 3

General Summary:

Percentage: 10

Coordination of activities by the defect's registry effort with other department activities targeted towards birth defects, and provides support, training, consultation and technical direction as needed. Coordinates on a statewide basis, activities targeted towards birth defects. Provides support, training, consultation and technical direction.

Individual tasks related to the duty:

- Collaborate with individuals in other areas of the Vital Records section to utilize any shared data or methods that may be useful to the registry
- Work closely with, and give technical direction based on specialized knowledge related to registry operations to individuals who process incoming birth defects data, prepare raw data for statistical purposes, or work on special projects.
- Give input and offer guidance in the field of health care coding systems, record storage and security and utilization of health care services in matters related to case ascertainment and management/utilization of registry data.

Duty 4

General Summary:

Percentage: 15

Lead in the design and conduct for development of information processing procedural steps, designing maintenance of specific and integrated software routines for processing data and oversight of software development by others who may assist.

Individual tasks related to the duty:

- Process all birth defects data reported from facilities on a monthly basis and determine when modifications are necessary.

Duty 5

General Summary:

Percentage: 10

Responsible for conducting special studies, with regard to the data base. Estimates costs, delivery dates and other factors while conducting activities within statewide parameters.

Individual tasks related to the duty:

- Aide in the design and development of registry protocols and documents for MDHHS IRB Approval when necessary, to conduct studies.
- Coordinate offsite visits to reporting entities for review of health records and develop all documents and correspondence with reporting entities as necessary for comprehensive health record reviews.
- Aide in the design and development of complex reports and assist with the development of posters and other media from the resulting data and distribute/share results with appropriate stakeholders.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The position coordinates activities of contractors, hospital and physician's office staff and MDHHS staff based on general principles and personal judgment. Decisions related to the reporting of birth defects, case ascertainment and quality improvement activities related to the registry are made independently. These decisions have a direct impact on how we characterize the prevalence of birth defects in Michigan, how we interact with our internal and external partners and health care providers in the state of Michigan who are involved with reporting conditions to the registry. The department, and the population of Michigan are greatly impacted by decisions made to enhance public knowledge and prevention efforts.

17. Describe the types of decisions that require the supervisor's review.

Decisions pertaining to issues requiring legislative approval of rules for the birth defects registry.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Lifting and transporting audit materials, heavy manuals and books in boxes, and portable computer in heavy case with files

Travel in inclement weather conditions

May have up to 8 hours of time driving in vehicle or traveling in public transportation

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This is a sensitive position requiring periodic security checks.

The function of the position is to implement and conduct a statewide birth defects registry. The work consists of performing advanced statistical, procedural and administrative assignments for the section chief.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New establishment.

25. What is the function of the work area and how does this position fit into that function?

The position is within the Vital and Health Records Section, which is responsible for collection of vital and health related data through a variety of data systems. The section operates the birth, death, fetal death, marriage, divorce and cancer registries for the state of Michigan. The birth defects registry integrates with these activities as it deals with timely reporting of events from hospitals, laboratories and outpatient clinics as well as the compilation of data and the use of data for research and prevention activities.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of LAN based computer systems, data base management and use of SQL and data base management packages are essential skills.

Experience and knowledge with regard to birth defects including general knowledge of their diagnosis and treatment, as well as knowledge of how health information is managed and stored in the hospital setting, are essential components of being able to carry out the duties of this position.

CERTIFICATES, LICENSES, REGISTRATIONS:

Will be required to have a valid Michigan driver license or be able to independently arrange for transportation. Certification as a Registered Health Information Technician (RHIT) is preferred. This is a sensitive position requiring periodic security checks.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

LIBERTY IRWIN

3/20/2020

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date