

PART I	HAWAII HEALTH SYSTEMS CORPORATION	4.163
	STATE OF HAWAII	4.164
		4.165

Class Specifications
For the Classes:

TRAUMA DATA QUALITY ANALYST SERIES
SR-16; SR-18; SR-20
BU:13

<u>TRAUMA DATA QUALITY ANALYST I</u>	4.163
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Duties Summary:

Serves in a trainee capacity, receiving formal and on-the-job training in the principles, concepts, work processes, regulations and reference material fundamentals for analyzing trauma-related data to improve patient care, ensuring compliance with trauma care standards, and facilitating trauma research in a trauma center of a hospital or allied medical care facility; and performing other related duties as assigned.

Distinguishing Characteristics:

This is the entry-trainee level in the Trauma Data Quality Analyst series, which is designed to provide a career-oriented introduction to the background, philosophy, concepts and scope of a trauma registry program; general knowledge of medical terminology; and a practical understanding of the program, policies, and regulations. Work assignments are specific, limited, routine, and designed to provide initial experience in a variety of activities. Assignments are made concurrently with orientation and training and supervision is close and immediate.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Learns the principles, concepts, work processes, regulations and reference materials fundamental in a trauma registry program; under close supervision performs the following: simple review and analysis of trauma data; simple review of data collected; ability to identify trauma care protocols; exposure to quality control and quality improvement activities; maintains data files; understand ICD-10 CM (Clinical Modification) and PCS (Procedure Coding System) codes; maintains data files; prepare and generate simple reports; meet all State, American College of Surgeons-Committee on Trauma (ACS-COT); ensure compliance with data privacy laws and regulations; and other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: Basic anatomy, physiology, medical terminology; coding skills using the International Classification of Diseases-10th revision (ICD-10), National Trauma Data Bank (NTDB), and Trauma Quality Improvement Program (TQIP); research methods and techniques; and methods and techniques for evaluating and analyzing facts, information and issues.

Ability to: Learn the principles, methods, and techniques pertaining to the trauma registry program; learn and interpret rules, regulations, guidelines applicable to trauma care protocol; analyze statistical data and present ideas and information clearly and concisely; deal tactfully and effectively with others; operate a computer; and establish and maintain effective working relationship with healthcare professionals and data management teams.

TRAUMA DATA QUALITY ANALYST II

4.164

Duties Summary:

Performs a variety of activities focusing on the quality, accuracy and reliability of trauma-related data in a trauma registry program in a hospital or allied medical care facility; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first level of the independent worker in this series. Professional functions include understanding the trauma care processes, clinical terminologies, and the type of data generated in trauma cases; and analyzing and improving the quality of trauma data. An employee is also responsible for performing other assigned activities such as maintaining all records, compiling statistical and preparing various reports. Supervision received at this level is of a general nature, thereby requiring that assignments be performed independent of continual supervision.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Performs moderately complex review and analysis of trauma data for validation; develop and implement data quality control processes to maintain data integrity and compliance with trauma registry standards; data cleansing; data abstracting; review medical records and clinical documentation to ensure relevant information related to

traumatic injuries are captured; identify diagnostic and procedural codes using ICD-10 CM (Clinical Modification) and PCS (Procedure Coding System) codes; review quality control and quality improvement activities; maintains data files; prepare and generate reports; meet all State, American College of Surgeons-Committee on Trauma (ACS-COT); ensure compliance with data privacy laws and regulations; and other duties as assigned.

Knowledge and Abilities Required:

Knowledge of: General knowledge of anatomy, physiology, medical terminology with emphasis in trauma care protocols, injury coding systems; using the International Classification of Diseases-10th revision (ICD-10) and Trauma registry standards—National Trauma Data Bank (NTDB), Trauma Quality Improvement Program (TQIP); data analysis software, data validation tools, database management systems, and electronic health records.

Ability to: Apply the principles, methods, and techniques pertaining to the trauma registry program; apply and interpret rules, regulations, guidelines applicable to trauma care protocol; analyze statistical data and present ideas and information clearly and concisely; deal tactfully and effectively with others; operate a computer; and establish and maintain effective working relationship with healthcare professionals and data management teams.

TRAUMA DATA QUALITY ANALYST III

4.165

Duties Summary:

Performs complex professional work focusing on the quality, accuracy and reliability of trauma-related data in a trauma registry program in a hospital or allied medical care facility; may supervise the work of others; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the fully independent worker in this series. Professional functions include analyzing trauma registry information for internal consistency and to insure that all necessary action has been taken by the hospital; identifying the root causes of data quality issues and developing effective solutions; and providing advisory services to healthcare professionals on the nature and use of the trauma registry information. An employee is also responsible for performing other assigned activities such as maintaining all records, compiling statistical and preparing various reports. Supervision received at this level is of a general nature, thereby requiring that assignments be

performed independent of continual supervision.

This class may involve responsibility for the work of subordinate(s) that may include supervising various clerical and/or technical tasks.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)*

Review and analyzes trauma registry data for comparison study; identify errors, discrepancies, and missing information in medical records and databases; coordinate trauma registry activities; review data collection; develop and implement data quality control processes to maintain data integrity and compliance with trauma registry standards; clean and correct inaccuracies or inconsistencies in trauma data; abstract data from the medical records; review medical records and clinical documentation to ensure relevant information related to traumatic injuries are captured; identify diagnostic and procedural codes using ICD-10 CM (Clinical Modification) and PCS (Procedure Coding System) codes; identify opportunities for improving the trauma data collection and management process; create files for data submission; prepare and generate reports and summaries; meet all State, American College of Surgeons-Committee on Trauma (ACS-COT); ensure compliance with data privacy laws and regulations; and other duties as assigned. May plan, assign, coordinate and review the work of subordinate(s).

Knowledge and Abilities Required:

Knowledge of: Working knowledge of anatomy, physiology, medical terminology with emphasis in trauma care protocols, injuring coding systems; coding skills using the International Classification of Diseases-10th revision (ICD-10) and Trauma registry standards—National Trauma Data Bank (NTDB), Trauma Quality Improvement Program (TQIP); data analysis software, data validation tools, database management systems, and electronic health records.

Ability to: Coordinate Trauma Registry activities; code injuries and mechanism of injuries in ICD-10CM; assign severity of injury utilizing the AAAM Abbreviated Injury Scale to calculate Injury Severity Score; analyze and process detail-oriented statistical data; compile statistical reports; exercise judgment, tact, and discretion in applying and explaining policies and procedures; present facts clearly both orally and in writing; deal tactfully and effectively with others; operate a computer; establish and maintain effective working relationship with healthcare professionals and data management teams. Learn the principles and techniques of supervision.

This is the first class specification approved for the class, TRAUMA DATA QUALITY ANALYST I, II, and III effective April 9, 2024.

APPROVED: Apr 9, 2024

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