ICAP at Columbia University  
Job Description

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<thead>
<tr>
<th>Job Title:</th>
<th>Information Specialists for REDCap</th>
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<td>Reports To (Title):</td>
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<td>Incumbent</td>
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POSITION SUMMARY

The health information specialist will provide technical support to EPHI and Regional Health Bureaus on an electronic reporting system (REDCap) for HIV CBS including on the training on the implantation, data analysis and visualization, data security concerns, development and implementation of data quality control measures, system troubleshooting and will Contribute to development of concept notes, data reporting templates and tables, job aids, user guides and standard operating procedures on REDCap and HIS.

MAIN DUTIES AND RESPONSIBILITIES:

- Provide support to EPHI and RHB in implementing a REDCap database.
- Provide support to EPHI and RHBs in data analysis and visualization in response to information needs.
- Provide guidance and advice on information security best practices
- Support the development and implementation of data quality control measures that will monitor accurate and complete capture of health program data.
- Contribute to development of concept notes, data reporting templates and tables, job aids, user guides and standard operating procedures on REDCap and HIS. Documents best practices in health informatics, and disseminates appropriately.
- Provide support to EPHI and RHBs in data analysis and visualization in response to information needs.
• Providing technical input to systems integration and use of data management information systems, e.g., REDCap, SmartCare ART (EMR), Health Information Exchanges (HIE) and tools to facilitate data entry, transmission, and use.
• Ensuring a high level of communication and close working relationships with EPHI and RHBs
• Support provision of training of the systems at different levels of the health care system
• Perform regular supportive supervision to health facilities in the region
• Complete performance reports regularly
• Perform other duties assigned by immediate supervisor

REQUIRED QUALIFICATION AND WORK EXPERIENCE:

• Bachelor's degree, preferably in Statistics, Computer Science, Information Technology, or Computer Engineering, and Master’s degree in Health Informatics or related discipline
• 5 years of relevant experience in HIS

Knowledge, Skill and Ability Required

• Strong oral and written skills in English
• Previous experience working at National or Regional level is advantageous

Understood and signed by the employee

Name: ___________________     Name: ____________________
Signature: _________________   Signature: _________________
Date: ____________________   Date: _____________________

Signed by the Line Manager