Job Title & Grade	Electronic Health Record (EHR) Application Principal Trainer/Application Analyst Grade V
Campaign Reference #	106336
Closing Date	**Wednesday, 25th November at 12pm.**
Duration of Post	Specified purpose
Specific T&C's of post	35 hours standard working week 30 days Annual Leave Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect 1st January 2024: [Grade, Code 0566] and rising annually in increments: **€52,758; €54,336; €55,945; €57,591; €59,245; €61,174; €63,110.**
Location of post	Cross site but primarily based at EHR Programme Office, Herberton, St James's Walk, Rialto D08 HP97 or the Digital Health location at 700 Circular Road, Dublin 8. There will be a requirement to spend time working with the clinical and operational teams on the ground across all Children's Health Ireland sites, including at site of the new children's hospital.
Reporting Arrangements	The EHR Application Principal Trainer/Application Analyst (Grade V) reports directly to the relevant EHR Application Lead, EHR Training Lead and will be accountable to the EHR Design and Delivery Manager(s) and Programme Manager.
Key Working Relationships	The EHR Principal Trainer/Application Analyst (Grade V) will work closely with CHI Digital Health Programme including the EHR Programme Team, Infrastructure and Commissioning workstreams. They will work with staff from CHI at Connolly, Crumlin, Temple Street and Tallaght, alongside external stakeholders and vendors. The successful post holder will work dynamically across disciplines to ensure the seamless integration of digital systems and training into daily roles, processes, and workflows. **Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*
Purpose of the Role	CHI will work with Epic Systems, a software company who are a world leader in this technology, to implement an electronic health record (EHR) system across the organisation, which will go live at the same time as the new hospital opens – as Ireland's first fully digitalised hospital. EHR Principal Trainer/Application Analysts are assigned to a specific module(s) and will work with CHI's training and application teams to develop and maintain the training programme for EHR end users. The EHR Principal Trainer/Application

	Analyst will assist application teams and end users as required in workflow design and system configuration. As part of this role, the EHR Principal Trainer/Application Analyst will attend accredited EHR vendor training and receive certification in system configuration. This position would suit candidates from clinical, operational or administration roles in an acute hospital or related healthcare setting.
Principal Duties and Responsibilities	**Professional Duties and Responsibilities**: The post holder will: • Stand for CHI values, be child-centered, compassionate, progressive and will act with respect, excellence and integrity. • Support the planning of and the delivery of EHR training to end-users • Design, develop and maintain instructional training materials including role-based training content using a variety of software programs, tools, and applications • Undertake the configuration of EHR training environment • Prepare training lessons, print materials and set up training rooms prior to training sessions • Train classroom trainers • Lead and/or assist with classroom training • Supervise classroom trainers during EHR training and go live phases • Deliver work in line with EHR programme timescales and escalate any delays to the EHR Training Lead and/or EHR Application Lead ***Digital System Training, Planning & Design*** To undertake the role of Principal Trainer in the implementation of new software for CHI. This will involve: • Undertake training and achieve accreditation in the relevant EHR vendor module(s). Training location may be Ireland, UK, Europe or the USA. • Plan tasks and activities in conjunction with the team to implement the training plan. • Plan, design, schedule, deliver EHR digital system training programs • Establishing benchmarks for training against which competencies will be assessed (e.g., researching the results of other similar projects) • Co-ordinating train-the-trainer courses • Develop and maintain system training materials, training environment content, user guides, quick reference guides etc. • Ensure course plans and materials are ready for the effective delivery of EHR training • Act as a contact and mentor, along with other members of the EHR team, to end users across all departments. • Responsible for the planning & scheduling of CHI staff into appropriate training for their role. • Manage and maintain relevant training records. Provide periodic reports on the efficacy of training activities as required. • Support and coach “Super Users” in the development of training activities as required.

	• Participating proactively to prevent issues and problem resolution through effective use of assessment, evaluation, planning, and communicating effectively required escalations. • Provide key input into the development of an online training hub. Manage, maintain, and develop this resource to support management with staff training requirements. • Support trainees (clinical & nonclinical staff) attending courses in order to meet pre-requisite skill levels to undertake the course successfully ***EHR Planning & Design*** • Participate in design, configuration, training and implementation of EHR module(s). • Develop an in-depth understanding of the tools and technologies that can be used within EHR vendor system and apply as required. • Develop an in-depth understanding of, analyse and document clinical and administrative workflows, information, data collection and/or reporting requirements databases as part of the configuration process for the relevant module(s). • Gather, document, and maintain records of system design and configuration • Develop, maintain, and enhance a range of applications/modules within EHR vendor system considering defined user requirements. • Assist in the development, maintenance and readiness of the EHR testing and training environments. • Scheduling meetings and completion of meeting documentation. • Contribute to the change management and communication activities • Contribute where required to the development of user access management policies & procedures for the new EHR. ***Stakeholder Engagement & Communications*** • Act as an ambassador for the CHI EHR Programme and digital transformation in the organisation. • Communicate effectively in English language (written and spoken). • Present and demonstrate EHR workflows and associated concepts in an easy-to-understand format to a variety of audience types and sizes • • Develop and maintain regular communication and working relationships with relevant key stakeholders. • Communicate with EHR team members & Training Lead regarding training progress, resource needs or issues. • Demonstrate and present relevant concepts and EHR workflows in an easy-to-understand format to a variety of audience types and sizes ***General*** • Self-manage, plan, and organise your own workload efficiently. • Participate in additional Digital Health initiatives and project work under the direction of the EHR Programme Manager, Training Lead and EHR Design and Delivery Manager • Support end-users in the clinical setting during the EHR go-live period, including on the floor, at the elbow and telephone support.

	• Participate in the on-call rota and 24/7 support during go-live and post-live stabilisation and optimisation phases. • Maintain professional growth and development by actively seeking out new information regarding clinical systems software and hardware tools. • To carry out any other duties in keeping with the role and grade. *The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*
Eligibility criteria, qualifications and experience	**Essential Criteria:** • Educated to Level 6 Higher Certificate or Degree relevant to the post • Equivalent experience and understanding of acute hospital services and processes in ROI, NI and UK **OR** • Minimum of two years of experience working in acute hospital or related healthcare setting with knowledge of clinical care and/or patient administrative processes in ROI, NI and UK **Desirable Criteria:** • Competent in using Microsoft Office products. • Prior Experience using Electronic Healthcare Records in clinical or operational role • Experience of preparing training materials • Experience of delivering training in a formal setting and/or peer to peer training • Continuous Professional Development
Competition Specific Selection Process **How to Apply & Informal Enquiries**	Applicants will be shortlisted based on information supplied in the CV and cover letter submitted. ***You must submit a cover letter with your CV. This forms part of your application and applications will not be considered without a cover letter detailing how your qualifications and experience meet the essential criteria for the role*** The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills, and competencies section of this job specification. The EHR Programme will use an aptitude test as a screening tool. This screening tool will support candidates who may have the appropriate skillsets for any EHR role and will form part of the evaluation before being asked to interview.

	***This is an independent screening tool for the EHR Programme only and is not part of the overall CHI recruitment and selection policy.* This is a two-hour assessment for the candidate to complete, once they have been identified by CHI as meeting the essential and desirable criteria detailed on the job description. This is an online proctored assessment meaning we ask the candidate to complete this within a timeframe prior to interview. The closing date for submissions of CV and cover letter is on Wednesday at 12pm, 25th November. Applications must be completed through the advertised post on **CHI.jobs** by clicking **'Apply for Job'**. *Applications will not be accepted through direct email or any other method.* For queries relating to this recruitment process, please contact **CHI.EHR@cpl.ie**
Information on "Non-European Economic Area Applicants" is available from https://dbei.gov.ie/en/	
The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed. **Children's Health Ireland is an equal opportunities employer.**	