



PARTNERS IN HEALTH / ABWENZI PA ZA UMOYO

Title: Volunteer Medical Informatics Data Manager

Reports to: Medical Informatics Manager

Location: Malawi

Organizational Profile:

Partners In Health (“PIH”), founded by Paul Farmer, Ophelia Dahl and other leaders in global health, and headquartered in Boston, MA, is an internationally recognized, non-profit organization whose mission is to provide a preferential option for the poor in health care. Through its service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern medical science to those most in need and to serve as an antidote to despair. PIH has major programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi, Burundi, Kazakhstan, the Dominican Republic, and Boston, working tirelessly to lessen the joint burden of disease and poverty.

This is an exciting time for PIH as it is going through a period of significant growth. PIH played a vital role in the response and reconstruction of Haiti following the 2010 earthquake, and these efforts have resulted in both a broadened scope of work and heightened visibility for the organization. As the work continues to expand, PIH seeks individuals committed to the mission and values of the organization ([see PIH values](#)) to join the team.

Overall Responsibilities:

The Medical Informatics Data Manager is the point person for the all Electronic Medical Record (EMR) activities across the district at every site. Responsibilities include creating schedules for data entry, data cleaning and reporting, supervising these activities, providing constructive feedback, training new staff, and scheduling meetings with the APZU and MOH clinical teams. In doing so the Data Manager offers data to make informed clinical and programmatic decisions and therefore increases the quality of health care services.

Specific Responsibilities & Duties:

1. Managing the scope and utility of data collected in the Electronic Medical Record (EMR) systems. Responsibilities shall include:
 - (a) Working with Partners In Health and the Malawi Ministry Of Health to define key medical indicators to be reported using the EMR
 - (b) Collaborating with the Malawi Ministry Of Health and other partners in Malawi to maintain a database of medical terminology, called a concept dictionary
 - (c) Coding data in the concept dictionary to facilitate indicator reporting
 - (d) Identifying uses for data to directly improve clinical care at Ministry Of Health facilities supported by Partners In Health
 - (e) Working with Partners in Health, Malawi Ministry of Health and faculty, residents and students from the “Partnership” (e.g., Brigham & Women's Hospital and Harvard Medical School) to generate data sets and reports to support operational research

activities.

2. Maintaining a high level of data quality in the EMR. Responsibilities shall include:
 - (a) Identifying persistent data quality issues such as transcription errors, missing data, lack of timeliness and/or incorrect scope in data collection
 - (b) Developing strategies for reducing data quality issues such as adjustments to data collection processes and improved training procedures
 - (c) Creating tools in Java and/or MySQL to perform large scale data cleaning operations
 - (d) Working with the EMR team to design improved functionality for reporting on data quality issues
 - (e) Provide feedback to Partners in Health and Malawi Ministry of Health managers and directors on problems identified with data recording and reporting tools used across programs to inform quality improvement.

3. Training and mentoring the EMR data collection staff. Responsibilities shall include:
 - (a) Designing tutorials and training modules for new staff
 - (b) Supervising data entry activities
 - (c) Developing performance benchmarks for data entry
 - (d) Identifying areas where data entry staff can assist in maintaining data quality and improving the use of data to improve clinical care
 - (e) Working with EMR staff, help individual clerks take a more active role in areas where they have an interest

Qualifications:

- Excellent teaching and mentorship abilities required
- Good communication and management skills required
- Bachelor's degree in a related field, such as Computer Science, Epidemiology or Statistics required
- Knowledge and experience in one or more of following areas required:
 - Java
 - SQL reporting
 - Statistical data analysis
 - Health Informatics
- Comfortable living in a rural area with ability to take initiative and work with minimal direction
- Background in issues relevant to public health and international development preferred
- Willingness to take on additional work outside of the job description as required by PIH
- Interest in health and social justice

To apply, please send a cover letter and resume to rorser@pih.org