JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION
POSITION	NURSING INFORMATICS SPECIALIST
REPORTING TO	CHIEF MEDICAL INFORMATICS OFFICER
Key areas of responsibility:	To provide leadership in the integration of nursing science, information management, and digital technologies to support safe, efficient, and evidence-based nursing care delivery in the hospital.
Overall Responsibilities:	Serve as the key link between nursing services, IT, and hospital administration in integrating digital systems that enhance patient care and nursing operations.
	Lead the design, configuration, and optimization of nursing documentation within the Electronic Medical Record (EMR), ensuring alignment with accreditation standards and institutional policies.
	Standardize electronic workflows for nursing assessments, care plans, progress notes, goals, nursing protocols and discharge documentation across all clinical areas.
	Ensures that nursing data within the Hospital Information System (HIS) supports quality indicators, patient safety goals, and evidence-based practice.
	Monitor the accuracy, completeness, and timeliness of digital nursing documentation through regular audits and system checks.
	Coordinate and deliver structured training programs to enhance digital literacy, documentation accuracy, and HIS competency among nursing staff.
	Collaborate with the IT and Quality teams to design and maintain digital dashboards for nursing KPIs, patient outcomes, and staffing efficiency.
	Analyze clinical and operational data to support data-driven decision-making and optimal resource utilization.
	Uphold data privacy, confidentiality, and data security standards in all nursing-related digital activities.
	Evaluate and recommend new digital tools or enhancements to improve workflow efficiency, patient experience, and clinical quality.
	Contribute to the development and review of policies, procedures, and standards related to nursing informatics and digital documentation.
	Represent nursing in digital transformation, IT governance, and quality improvement committees.

	Undertakes other responsibilities as assigned by the Director of Nursing Services in alignment with hospital priorities.
	Training and troubleshooting in nursing workflows, optimising and improving nursing workflows continuously, nursing protocols and guidelines
Key Performance Indicators - Measurable Deliverables	Percentage of nursing documentation completed digitally and accurately.
	Reduction in documentation errors and duplication.
	Compliance rate of nursing staff with digital documentation timelines.
	User satisfaction score (nursing staff) with HIS/EMR usability.
	Number of HIS/EMR-related incidents resolved within target timelines.
	Integration of nursing data into hospital quality and performance dashboards.
Essential Qualification :	B.Sc. Nursing / M.Sc. Nursing with specialization or certification in Nursing Informatics or Health Information Systems.
Professional Experience :	8 - 10 years of clinical nursing experience, including at least 3 years in digital health / HIS / EMR implementation or nursing informatics role in a healthcare institution or as a developer/functional analyst in a healthcare IT company
Strong Skills :	Training and mentoring, Digital proficiency, Data interpretation, Communication, Analytical thinking, Problem-solving, Project coordination, Digital transformation mindset.
Industry Preference :	Healthcare
Reporting structure :	Reports to Chief Information Officer, functionally coordinates with Director of Nursing Services
Reportee	Coordinates with Nursing Supervisors, Ward In-charges, and IT support team for HIS-related activities.
Key Interaction - Internal	All nurses, HIS/EMR team and clinical and para clinical staff
Key Interaction - External	Software vendors, HIS support team
Knowledge and Technical competencies/Skills:	Basic computer proficiency including MS Excel, Word and PowerPoint
	Understanding of Healthcare Standards such as HL7, FHIR, ICD-10, SNOMED CT, etc.
	Skills in data analytics, nursing KPI monitoring, and dashboard generation.

	Proficiency in Hospital Information Systems (HIS), EMR and e learning modules
	Knowledge of nursing workflows, documentation standards and guidelines, and accreditation requirements.
	Commitment to data security and patient information confidentiality.
	Commitment to continuous improvement and digital innovation in nursing practice.
	Ability to coordinate with IT teams for workflow optimisation, design, testing, and validation.
Salary Structure	Salary to commensurate as per industry standards

GENERAL CONDITIONS

1. The nature of the employment will be contractual during the project phase and is subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the IMSF in this regard shall be final and binding on the candidate.

2. No accommodation will be provided.

3. The candidates have to appear in the selection process at their own cost.

Mode of Selection: Candidates who are desirous to be considered may submit the CV and cover letter highlighting the qualifications and experience to **office@iiscmedicalschoolfoundation.org** on or before **27/02/2026,5.00 PM** with the subject line: **"Application for Nursing Informatics Specialist"**. The eligible applicants will be called for an interview. Applications received after the deadline will not be considered for selection.