JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION
POSITION	SENIOR FUNCTIONAL ANALYST
REPORTING TO	CHIEF INFORMATION OFFICER
Key areas of responsibility:	Provide functional coordination, including oversight for the design, implementation, optimization, and scaling of department wise digital health systems across the hospital ensuring alignment with clinical, operational, regulatory, and digital transformation objectives.
Overall Responsibilities:	Lead and govern functional design across clinical and administrative systems including HIS, EHR, EMR, RIS, PACS, LMS, HRIS, Pharmacy, Billing, and Ancillary systems.
	Own end-to-end functional architecture, ensuring workflows are standardized, scalable, interoperable, and aligned with hospital policies, accreditation standards, and digital health strategy.
	Review, validate, and approve business requirements, functional specifications, configuration decisions, and change requests prepared by Functional Analysts.
	Act as the functional authority during commissioning, phased rollout, and stabilization of hospital information systems for new hospitals, expansions, or major upgrades.
	Work closely with CIO, clinical leadership, operations, quality, and IT architects to translate organizational strategy into system capabilities and roadmaps.
	Ensure seamless interoperability and data continuity across integrated systems (HIS, RIS, PACS, LIMS, ERP, EMR), supporting a unified longitudinal patient record.
	Lead functional governance forums, including change control, configuration review, and prioritization of enhancements.
	Guide and mentor Functional Analysts and Trainers, setting functional standards, documentation templates, and best practices.
	Oversee UAT (User Acceptance Testing) strategy and sign-off, ensuring clinical safety, workflow integrity, and operational readiness prior to production deployment.
	Provide escalation-level support for complex, cross-module, or high-risk functional issues impacting patient care or hospital operations.
	Partner with Quality, Compliance, and Accreditation teams to ensure systems support NABH, NABL, Digital Health Standards, statutory reporting, and audit readiness.

	Drive continuous improvement initiatives by analyzing system usage, workflow gaps, data quality issues, and user feedback.
	Represent functional interests in vendor discussions, solution design workshops, and roadmap planning with OEMs and technology partners.
	Ensure high-quality functional documentation including enterprise workflows, configuration rationale, SOPs, and training frameworks.
Key Performance Indicators - Measurable Deliverables	Percentage of enterprise workflows standardized and digitally enabled
	Reduction in cross-module functional defects post-deployment
	Timeliness and quality of functional sign-offs during UAT and deployments
	System adoption rates across clinical and administrative departments
	Compliance with accreditation, regulatory, and audit requirements
	Effectiveness of interoperability and data integrity across systems
	Reduction in recurring functional escalations and workflow-related incidents
Essential Qualification :	Bachelor's degree in Healthcare Administration, Healthcare Informatics, Health Information Management, Computer Science, or related field, Master's degree in Healthcare Informatics / Health Administration / Digital Health preferred
Professional Experience :	10+ years of experience in healthcare IT, clinical informatics, or hospital digital transformation roles Mandatory experience in large multi-specialty hospitals or hospital commissioning projects Demonstrated leadership experience overseeing functional analysts or cross-functional implementation teams Proven exposure to enterprise HIS/EHR implementations with complex clinical workflows
Strong Skills :	Strategic thinking and systems-level problem solving Stakeholder leadership and clinical-business alignment Strong governance, decision-making, and prioritization capability Ability to translate clinical and operational needs into scalable digital solutions High attention to detail with enterprise-level perspective Strong documentation, facilitation, and communication skills

Industry Preference :	Healthcare
Reporting structure :	Chief Information Officer
Reportee	Functional Analysts/Trainers
Key Interaction - Internal	Clinical Leadership (Consultants, Nursing Heads), Operations, Quality & Accreditation, IT Architecture & Development Teams, Department Heads
Key Interaction - External	HIS/EHR Vendors, OEMs, Implementation Partners, Digital Health Consultants, Regulatory or Accreditation Auditors (as applicable)
Knowledge and Technical competencies/Skills:	Deep understanding of hospital clinical workflows, administrative processes, and revenue cycle operations
	Advanced expertise in HIS, EHR, EMR, RIS, PACS, LIMS, Pharmacy, and integrated healthcare platforms
	Strong command of functional architecture, workflow harmonization, and cross-module dependency management
	Expertise in system lifecycle governance including requirement validation, configuration control, UAT oversight, and release management
	Proficiency in data integrity principles, master data management, interoperability standards, and integration workflows
	Strong understanding of healthcare regulations, accreditation standards (NABH, NABL), and digital health compliance
	Ability to interpret analytics, dashboards, and system usage data to drive optimization
	High level of digital literacy with awareness of cybersecurity, access controls, audit trails, and privacy requirements
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 Senior Functional Analyst"**. The eligible applicants will be called for an interview. Applications received after the deadline will not be considered for selection.