



## Chief Nursing Information Officers (CNIO) Job Descriptions

*About: As part of the sentinel HIMSS position statement on Transforming Nursing Practice through Technology & Informatics, HIMSS aims to foster the evolution of nurse informaticists in leadership roles such as a Nursing Informatics Executive or Chief Nursing Informatics Officer (CNIO). To embrace this recommendation, HIMSS has started this volunteer- lead repository of CNIO job descriptions for your use. If you would like to provide a job description (de-identified) please send your content to [informatics@himss.org](mailto:informatics@himss.org)*



## **Chief Nursing Information Officer (CNIO) - Reports to: Chief Nurse Officer**

### **Job Summary / Job Purpose:**

The Chief Nursing Information Officer (CNIO) leads the region in the strategy, development and implementation of Information Technology to support nursing, nursing practice and clinical applications, collaborating with area CNOs on the clinical and administrative decision-making process. Develops clinical systems strategy with the Regional Chief Medical Information Officer and optimizes the use of existing clinical systems, for nurses, physicians, and other multidisciplinary care providers, by attending to their information management needs. Performs all duties in a manner that promotes a multidisciplinary team concept and reflects the organization's mission and philosophy. Clinical credibility is crucial.

### **Job Requirements / Qualifications:**

- Education
  - RN licensed in the state.
  - BSN required.
  - Master's degree in Nursing or Clinical Informatics strongly preferred.
  - Certification in Clinical or Nursing Informatics preferred.
- Work Experience
  - Requires 10 years experience in nursing with evidence of experience in Informatics.
  - Project management experience preferred.
- Valid driver's license and reliable vehicle for transportation throughout the region required.
- Must be able to travel throughout the corporation as well as to meetings and seminars throughout the US.



## **Chief Nursing Informatics Officer - Reports to: Office of Nursing Service**

### **Job Summary / Job Purpose:**

The Chief Nursing Informatics Officer (CNIO) provides visionary leadership and establishes direction for a comprehensive nursing informatics program, with a primary focus on nursing practice, administration, research and academic partnership in support of interdisciplinary patient-driven care. The CNIO serves as the principle for developing strategic nursing informatics plans, data analysis, creation of policies and procedures and serves as a champion for complex nursing projects and systems that support efficiency and effectiveness for end users, with the primary goal of advancing nursing's evidence-based practice.

The CNIO serves as the principal informatics advisor to the Chief Nursing Officer. The CNIO has national impact on informatics strategy and activities and impacts nursing informatics in the federal and private sector health informatics communities.

### **Key Responsibilities:**

- Collaborates with health care executives in creating the organizational mission and vision. Directs the integration of nursing or nursing related activities in the mutual development and achievement of organizational goals.
- Improves the quality and effectiveness of the facility's overall health care program by providing leadership, coordinating, and facilitating the evaluation and improvement of a wide range of programs. Excellence is reflected in improved client outcomes and organizational performance.
- Develops policy related to professional practice and relevant statutes and regulations on community, regional, and/or national levels.
- Mentors others in executive leadership positions. Forecasts knowledge needs for complex multi-system change
- Serves as an expert to communicate nursing and health care trends and issues at the local, regional, state, and/or national level.
- Advocates for ethical decision-making on behalf of the public and staff. Develops an environment for ethical decision-making at the organization/system level.

### **Job Requirements / Qualifications:**

- Education
  - Master's degree in nursing or related field with BSN
  - Doctoral degree in nursing or related field preferred
  - Appropriate basic or advanced certification desired (Approximately 5-6 years)
  - Graduate from a school of professional nursing approved by the appropriate State agency, and accredited by one of the following accrediting bodies at the time the program was completed: The National League for Nursing Accrediting Commission or The Commission on Collegiate Nursing Education.



- Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia.
- Practice of an executive nature, comprised of complex leadership and administrative components, associated with critical health care issues and activities that influence the organizational mission, health care, and policy.
- Collaborates with other executives for strategic planning, decision-making, and problem solving about health care services and organizational priorities.
- Promotes an environment that supports the conduct and utilization of research in practice and a spirit of inquiry.
- Develops resource utilization strategies to improve organizational performance. Strategies reflect the changing societal and health care environments and the economic climate.

Some travel is required.



## **CNIO and Director of Nursing, Clinical Quality Improvement - Reports to: Nursing Administration**

### **Job Summary / Job Purpose:**

The Chief Nursing Information Officer (CNIO) and Director of Nursing (DON), Clinical Quality Improvement has a dual reporting relationship to both the Vice President for Information Services and the Vice President for Nursing and Patient Services.

In the role of CNIO, this individual is responsible for strategic and operational nursing leadership in the development, deployment, re-engineering and integration of clinical information systems (CIS) to support clinicians and patient service. This responsibility includes but is not limited to improving the clinical quality, safety, and operational integrity of clinical information systems; and integrating quality improvement and regulatory standards into CIS to maximize the capability of the clinical data warehouse for quality, research, and evidence-based practice activities. Participates as a member of strategic management team, and works collaboratively with the interdisciplinary leaders to establish short and long term goals and implementation plans for clinical information systems.

In the role of the Director of Nursing (DON) Clinical Quality Improvement, this individual reports solely to the Vice President for Nursing and Patient Services. The DON for Clinical Quality Improvement is responsible for planning, organizing, directing, leading, and evaluating central nursing programs that include but are not limited to quality improvement, documentation management, nursing regulatory readiness, magnet standards and clinical data systems. Works collaboratively with the directors of nursing in the functional units to establish short and long term goals and implementation plans for the nursing programs.

### **Job Requirements / Qualifications:**

- Education
  - Earned Doctorate in Nursing or related field preferred.
  - Master's degree in Nursing, Nursing Informatics, or Information Management from an accredited school of nursing
- Required Licensure/Certification
  - Registered Nurse licensure in-state.
  - Certification in Nursing Informatics by ANCC preferred.
- Work Experience
  - Advanced leadership skills at a level generally acquired through 4-7 years of progressively responsible program experience
  - At least three years of experience as a top-level user of clinical information systems.
- Working knowledge of nursing theory, practice, information sciences, information and data management systems, and CIS software applications and configurations.



- Ability to analyze complex clinical operations and structure processes to facilitate decision-making regarding clinical information systems.
- Expert verbal, non-verbal, and written communication skills.
- Advanced interpersonal skills necessary to provide effective leadership and collaboration within a multidisciplinary setting.
- Advanced skills in project and program management and coordination.



## **Regional CNIO (RCNIO) – Reports to: Clinical Services Group**

### **Job Summary / Job Purpose:**

The Regional Nursing Informatics Officer (RCNIO) provides regional clinical leadership to advance health initiative's utilization of clinical information systems consistent with the goals and objectives of clinical and strategic initiatives. The RCNIO is a liaison between national and local clinical leadership and management. Works in close partnership with regional CMIO and RCIO to ensure regional clinical multidisciplinary leadership of all clinical IT projects and maintenance of clinical IT systems. Functions as a spokesperson for the clinical IT strategy, the RCNIO provides leadership and guidance in the integration of local and national efforts regarding the design of systems; clinical content; workflow and operational processes; quality patient care and benefits realization. The RCNIO champions the deployment and effective use of clinical information at the regional level, aligned with Operations Groups, within the organization.

### **Key Responsibilities:**

- Establish relationships with clinicians at the hospitals and other clinical facilities and advocate use of clinical information systems to support clinical decision support, evidence-based practice and patient safety.
- Establish and lead equivalent of local informatics committee with appropriate interaction with local practice, quality and safety councils
- Lead local and regional clinical IT initiatives to support clinical decision support, evidence-based practice and patient safety
- Provide local and regional clinical leadership to ensure successful IT that result in sustainable organizational change
- Provide informatics based clinical review of plans for testing, training, hardware and support
- Provide clinician to clinician communication top down and bottom up. Work with local champions to ensure standardized communications, implementation and involvement in project activities
- Assures all communications to clinical staff are clear, consistent, timely and aligned with initiative objectives
- Provide informatics based clinical review of plans for testing, training, hardware and support of clinical IT initiatives
- Responsible for supporting the selection, design and implementation of clinical information systems that will support the transformation of care
- Work in partnership with clinical, administrative, and IT leadership to translate clinician requirements into information system needs for clinical, teaching and research systems
- Identify and manage key stakeholder participation in clinical IT projects
  - to prioritize local and national clinical initiatives based on clinical IT enhancements needs and optimization opportunities
  - provide initial project review for clinician involvement



- Further develop or create nurse informatics role at MBOs/ facilities to support Magnet and other clinical practice initiatives

### **Core Job Competencies:**

Additional behaviors are necessary in the RCNIO role:

- Able to identify opportunities, facilitate work groups, and develop new processes.
- Analyze interrelated elements of problems and works systematically to solve them, uses sound judgment to develop efficient and feasible resolutions to challenging issues.
- Able to develop and maintain relationships with a variety of types of position and individuals at both the National and MBO level.
- Works to understand a complex situation, issue or problem by breaking it down into smaller pieces. Uses a step-by-step approach to evaluate consequences and implications.
- Able to work through difficult problems using “out of the box” thinking.
- Sets goals and develops appropriate and actionable plans, including timelines and milestones.
- Incorporates the change acceleration process in all aspects of the program
- Able to effectively lead large and small groups of collaborations.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to utilize figures in analysis and preparation of business proposals/plans. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must be proficient with the Microsoft Office Suite and internet navigation.

### **Job Requirements / Qualifications:**

- Education / Accreditation / Licensure (required & preferred):
  - Bachelors degree in Nursing required
  - Master's Degree in Nursing, Information Systems, Business or closely related field preferred
  - Certification – ANCC Informatics and/ or Executive preferred
- Work Experience
  - Minimum of 5-7 years experience with implementation, redesign or process work that includes clinical system redesign
  - Previous experience as nurse leader for multiple clinical projects, large multi-faceted projects and /or nursing leadership. Experience such as nursing middle manager or a project manager/leader for a nursing/clinical project.





- Working knowledge of current/evolving nursing/patient care delivery models and challenges, hospital operations, human resources process, healthcare finance, payment systems, patient safety, continuum of care.
- Excellent interpersonal and time management skills.
- Excellent, persuasive verbal, writing and public speaking skills.
- Computer skills, including Microsoft Word, Excel, PowerPoint.