



Position Description

Title: Health IT Standards Subject Matter Expert

Reports to: Chief Executive Officer (CEO)

FLSA Status: Exempt, Full Time

Supervisory Responsibility: N/A

POSITION SUMMARY:

The Health IT Standards Subject Matter Expert (SME) is accountable for the development, maintenance, and strategy for the implementation of data standards across Sequoia utilizing the most recent and appropriate standards. The Health IT Standards SME is responsible for architecting, analyzing, implementing, piloting, and prototyping FHIR-driven and vocabulary standards-based health information standards and systems.

This position is remote.

What is The Sequoia Project?

The Sequoia Project is a non-profit with a public service mission to advance the ability of health IT systems to interoperate for the improvement of patient care and the reduction of costs in the healthcare system.

ESSENTIAL FUNCTIONS:

- Serve as subject matter expert in the design, development, piloting, and improvement of health IT systems and standards related artifacts (i.e., implementation guides) in consultation with the CIO and Security Officer as appropriate
- Project management experience
- Evaluate, develop, and employ expertise in health IT standards, interoperability, informatics, and industry best practices
- Responsible for standards development through organizations, such as HL7 and IHE
- Responsible for the development and strategy of data standards to define use cases and workflows
- Collaborate with internal teams and other functional representatives to develop and maintain data standards
- Develop and maintain procedural documents and policies
- Communicate data standards in a way that minimizes data transformations between systems and functions
- Responsible for Standards Governance to ensure proper implementation and utilization of standards and adherence to standards enabled workflows and processes
- Ensure coherence of standards initiatives across organizations
- Develops and supports training programs to ensure consistent implementation and adoption of standards developed and published by Sequoia
- Provide thought leadership in identifying and addressing emerging health standards needs
- Other duties and special projects as required



KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience with documentation of health IT standards, especially HL7 FHIR and in the implementation of standards in EHRs or other health IT systems
- Experience facilitating workgroups and projects to build consensus to establish standard implementation guidance
- Ability to work in a highly dynamic, team-oriented environment, with strong interpersonal skills
- Ability to analyze complex issues to develop relevant and pragmatic plans, programs and recommendations
- Excellent oral and written communication skills
- Solid knowledge of HIT, interoperability, and health information exchange
- Excellent analysis and writing skills

EDUCATION, TRAINING AND EXPERIENCE:

- Master's degree preferred or equivalent experience
- 10+ years of relevant work experience
- Experience working in cross-functional team-oriented environments
- Proven track record for the development and management of standards and implementation guidance for the healthcare industry
- Clinical workflow experience preferred, but not required
- Proficiency in MS Outlook, Word, Excel, and PowerPoint

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to work on a computer for extended periods of time to include typing and working on a computer monitor
- Ability to stand or sit for extended periods of time
- Extended working hours and travel may be necessary
- Occasional lifting of 15 to 20 lbs