

Data Internship Position

CATRAC Mission: To facilitate coordination amongst trauma and emergency healthcare providers within TSA-O to ensure the most efficient, consistent, and expedient care of each patient, by developing and maintaining integrated quality processes in patient care, transportation, education, and prevention.

CATRAC Vision: We will be the model regional trauma, disaster, and emergency healthcare system in the United States that results in the lowest risk-adjusted mortality for emergency healthcare conditions.

Summary of Position: Facilitate and prioritize regional process improvement through quality data collection and analysis.

Principal Duties and Responsibilities:

- Supports operational goals and direction through the collection and organization of data as it relates to the regional data submissions for emergency preparedness, trauma, cardiac, stroke, injury prevention, EMS, hospital, and other healthcare related data.
- Assist staff with data import projects and data migration processes.
- Supports programs (e.g. data initiatives, performance improvement, and systems development)

Time Requirements: A minimum of 8 hours a week.

Typical Physical Demands: Works in multiple environments of high stress and multi-tasking capacity.

Confidentiality of Information: Data Intern shall help protect and safeguard the privacy of all confidential information, in compliance with HIPAA and applicable federal and state guidelines, by assuring data integrity, limiting the availability, prohibiting improper disclosure when it is stored, transmitted, received or disposed, and not discussing confidential information with others, including friends and family, who do not have a business “need to know”. Confidential information includes the following:

Data Internship Position

- Patient information-protected health information (PHI)
- Administrative information
- Financial information
- Human resources information

Code of Conduct: Data Intern follows the CATRAC Code of conduct to guide CATRAC staff in the work to assure the highest standards of business ethics and compliance as follows:

1. Legal compliance: comply with federal/state laws
2. Business Ethics: accurately and honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the DSHS fiscal responsibility video.
3. Confidentiality: protect confidential information.
4. Conflict of Interest: do not use position to profit personally.
5. Business Relationships: business transactions are free from offers or solicitation of gifts/favors
6. Protection of Assets: preserve assets by using resources prudently and effectively
7. Patient Rights: respect and support patient rights to privacy and treatment

Data Intern Signature

Date

Executive Director/CEO Signature

Date