

REVISED POSTING

HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT IS SEEKING INTERIM EXECUTIVE DIRECTOR

HITE-CT Position Description

Position Title: Interim Executive Director

Reports To: Board of Directors

Location: Central Connecticut (tentative)

Effective Start Date: The Interim Executive Director effective date will start on or about **July 1, 2011** and the position will end at the hiring of a Chief Executive Officer with a reasonable transition time to be negotiated.

About the Organization

The Health Information Technology Exchange of Connecticut (HITE-CT) is a new quasi-public state agency established by legislative mandate to develop, implement, and monitor state-level Health Information Exchange (HIE) in order to meet the state's strategic objectives of improved healthcare outcomes and efficiency through the secure exchange of clinical and administrative health data. Our mission is to collaboratively establish policies, services and innovations that make possible the appropriate, secure, and efficient exchange of "electronic" health information for the purpose of improving health and health care safety, access, and efficiency for all Connecticut residents. We are looking to create a dynamic and motivated team to help us achieve our mission. For more information, please visit <http://www.ct.gov/dph> and click on Health Information Technology Exchange link.

Overview of Position

Seeking a qualified senior executive with experience in health information technology, health information exchange (HIE), and statewide infrastructure development, including technical and policy development related to developing and sustaining the HIE. The interim candidate must be capable of identifying short-term strategic plan objectives, effectively implement a focused business agenda, make recommendations to the Board and handle the day-to-day activities and driving them to completion. The Interim Executive Director will be responsible for the administration and successful execution of the Connecticut Health Information Exchange as well as to work collaboratively with other state entities in the deployment of federal and state initiatives on health information exchange (HIE) until a Chief Executive Officer is hired.

Reporting Relationship

The HITE-CT Interim Executive Director reports directly to the HITE-CT Board of Directors, and executes the policies, procedures and strategies of the HITE-CT Board.

Essential Duties and Responsibilities:

1. Manage the operations of the HITE-CT in a manner that assures financial sustainability and builds a foundation for long-term growth.
2. Works with the HITE-CT Board, Committee members, and Legal Counsel to facilitate contractual agreements with vendors and customers.

3. Leads in collaboration with the HITE-CT Board designees the contracting and negotiations with the successful vendor and implementation of the system until a Chief Executive Officer is hired.
4. Has the interim responsibility for the design, development, delivery and support of technical services for Connecticut's statewide health information exchange organization.
5. Responsible for establishing adequate milestones to demonstrate progress and for ensuring program execution towards the established deliverables.
6. Provides oral and written progress reports and updates to the Board of Directors as well as develop a transition report for the Chief Executive Officer.
7. Engage and supervise qualified personnel (e.g. employees, volunteers and partners, and service providers) to carry out the mission and day-to-day work of the organization.
8. Collaborate, coordinate and communicate with all relevant stakeholders, including, but not limited to, state and federal entities, the ONC-designated Regional Extension Center (REC), consumers, policy makers, private health sector leaders, practitioners, consumers and the public.
9. Work collaboratively with the State's designated representatives from Departments of Public Health, Social Services, Consumer Protection and other state agencies, as well as the Connecticut General Assembly, the State Health Information (HIT) Coordinator, the federal Office of the National Coordinator (ONC), the Regional Extension Center, and the private sector to implement interoperable health information technology that reduces medical errors, improves quality, and produces greater value for health care expenditures.
10. Act as an advisor to the HITE-CT Board on issues related to health information technology and exchange.

Qualification Requirements - Education and Experience

Viable candidates must possess at least **five (5)** years relevant senior level HIT experience as described below:

- ❑ Hold a Bachelor's degree from an accredited college or university, with an advanced degree preferred in health informatics, medicine, health care, health care management, business, law, or other closely related field.
- ❑ Extensive knowledge on health information exchange and health information technology on a technical and managerial perspective.
- ❑ Demonstrated leadership in a healthcare or business environment.
- ❑ Actively involved in the HL7 Electronic Health Record (EHR) and National Health Information Network (NHIN) initiatives.
- ❑ Previous vendor negotiation experience for large scale HIT preferred.
- ❑ A strong track record in clinical systems implementation, coupled with in-depth experience and understanding of all aspects of HIT/HIE implementation.
- ❑ Extensive knowledge of clinical operations in a health care setting.
- ❑ Excellent operational knowledge of hospital and physician organizations.
- ❑ An understanding of both HIPAA and national HIE standards.
- ❑ Demonstrated skill in communicating effectively across the broad and diverse spectrum of HIE stakeholders.
- ❑ Demonstrated skill in establishing, managing and maintaining positive professional relationships with customers, vendors, clinicians, health care leaders, policy makers, consumers and other HIE stakeholders.

- ❑ The ability to work in a diverse stakeholder landscape, balancing competing and sometimes conflicting interests.

Required Background, Knowledge, Skills and Abilities:

- ❑ Understanding of the Connecticut HIT/HIE landscape
- ❑ Clinical health care background and/or HIT
- ❑ Senior IT leadership within a health care delivery organization or consulting firm with a clinical background
- ❑ Consulting experience at senior manager level or above
- ❑ Experience supervising staff and other personnel
- ❑ Ability to develop, negotiate and execute contractual agreements

Required Characteristics:

- ❑ Highly motivated, accountable individual who enjoys challenges and achieving goals
- ❑ Demonstrated ability to execute on a vision and strategy
- ❑ Excellent verbal, listening and written communication skills
- ❑ Ability to draw groups to consensus through a collaborative style
- ❑ Comfortable navigating administrative, technical and clinical issues
- ❑ Ability to understand linkages between complex technologies and business strategies
- ❑ Strong organizational skills and an open collaborative management style that empowers staff
- ❑ Superior negotiating and relationship skills to form key partnerships with strategic vendors and customers
- ❑ Team-oriented in development of ideas and execution of those ideas
- ❑ Focused on maximizing team performance over individual achievement

Travel

The incumbent must be able to travel to attend meetings and conferences throughout the state and nation, as well as attend regular meetings in Connecticut.

Work Environment

The office is currently located in Central Connecticut. There is open dialogue underway about where the permanent office will be located.

Compensation

Salary is competitive and commensurate with experience.

How to Apply

Please send a cover letter and resume, along with the names of three references to Sarju.Shah@ct.gov. Applications will be reviewed as they are received. Review of applications will commence on **June 28, 2011** and the position will remain open until filled.