Head of Clinical Informationist Services

Department: Woodruff Health Sciences Center Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Description of Institution and Library

Emory University is recognized for its outstanding liberal arts college and superb professional schools. The Woodruff Health Sciences Center operates the health professions schools of medicine, nursing, and public health, as well as the Winship Cancer Institute and Emory Healthcare, the largest health system in Georgia. Generating more research funding than any other Georgia institution, Emory University and Emory Healthcare received $507.1 million in research funding in 2013.

Emory Healthcare consists of four hospitals and two specialty hospitals. School of Medicine faculty and medical trainees also practice at three additional teaching hospitals in Atlanta.

The Woodruff Health Sciences Center Library offers a wide range of services and programs to optimize research, education, and clinical care processes throughout the Woodruff Health Sciences Center and the Graduate Division of Biological and Biomedical Sciences with reliable and sustainable access to and utilization of data, information, and knowledge.

Position Duties
The Head of Clinical Informationist Services leads the unit in providing a range of services to School of Medicine faculty and graduate medical trainees, Emory Healthcare attending physicians and staff, and staff at various clinical teaching sites. Programs include products and services to support clinical and educational activities, response to requests for information, collection management, instruction, assessment, and collaboration and consultation on clinical research projects, including healthcare quality improvement initiatives.

In this context, the Head of Clinical Informationist Services supervises the training and work of three clinical informationists and a library specialist and provides leadership in development and delivery of the clinical and nursing programs and services. Specific duties include the following:

- Serves as the unit head for Clinical Informationist Services with programmatic responsibility for functional areas and direct and indirect supervision of librarians and staff (3 FTE librarians and 1 staff).
- To support patient care and hospital requirements of hospital staff and physicians, coordinates and participates in the WHSCL CI model, focusing on 1) consultation and collaboration on research, quality improvement projects, and journal clubs; 2) development of information products, digital tools, and services to facilitate on-demand use of information in clinical and educational activities; 3) assessment of the impact of services; 4)
identification and development of new services; 5) management of a core collection of print and online resources.

- In consultation with WHSC Library, develops and executes a strategic plan to ensure that the Clinical Informationist Services supports the established missions and initiatives of WHSC Library, School of Medicine and Emory Healthcare, efficiently and cost-effectively.
- Communicates regularly with key constituencies.
- Ensures that the branches are operational and maintained; coordinating with departments at branch locations to ensure maintenance of facility and equipment.
- Consults with Emory University students and faculty on the use of library resources for their research, study, and teaching through in-person appointments, e-mail, and telephone.
- Keeps abreast of new technologies and trends and maintains up-to-date professional knowledge and skills by attending and/or participating in conferences, workshops, and webinars.

**Required Qualifications**

- ALA-accredited master’s degree in Library and Information Science AND documented educational background in the biological/biomedical sciences OR a graduate degree in nursing or public health.
- Experience in a medical or academic health sciences library.
- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse population.

**Preferred Qualifications**

- Advanced degree (subject master’s or doctoral) in a relevant discipline.
- Experience in collaborating with clinicians and/or faculty on clinical, research and educational activities, such as participating in patient or teaching rounds, conducting systematic reviews, or designing and teaching modules or courses.
- Experience providing and managing library services in a clinical setting with evidence of progressively increasing scope of responsibility
- Experience with current web and instructional technologies.

**Application Procedures**

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). Applications may be submitted as Word or PDF attachments and must include:
1) letter of application describing qualifications and experience;
2) current resume/vita detailing education and relevant experience; and
3) on a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.
Candidates applying by December 15th will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

General Information on Librarian/Faculty Equivalent Positions

Librarians are faculty-equivalent appointees who provide professional service in the University libraries and special collections in support of the University’s educational, research, and public services missions.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.