

MEDICAL LIBRARIAN

DEFINITION

Under general direction and supervision of the Medical Director, the Medical Librarian is responsible for providing Library services to hospital staff in accordance with Department Policies and Procedures.

DISTINGUISHING CHARACTERISTICS

The Medical Librarian is a unique, single-position management classification for Natividad Medical Center. It is distinguished from other County Librarian classifications in the requirement for comprehensive knowledge of the published literature of medicine and health sciences, practical experience with the many specialized databases that house such information, an understanding of the specialized informational needs of hospital organizations, various accreditation requirements and sources, etc.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Provides reference services and literature searches to hospital personnel and healthcare providers in the community; selects appropriate resources to supply the information needed to fill the request; performs in-depth research services for sentinel event reviews, when requested by the Medical Director or his designee
2. Provides orientation and instruction in the use of the Library's resources and services, and assists Library clients in locating and utilizing appropriate print and/or electronic information resources; provides user training to hospital staff on the use of online resources
3. Assists physician-faculty with the preparation and delivery of instruction in Evidence Based Medicine methodology, tools, and resources; assists with various other training initiatives, such as policy and systems training
4. Designs and maintains NMC library websites
5. Develops and maintains cooperative relationships with other libraries through active participation in the National Network of Libraries of Medicine, and by contacts with regional hospital libraries
6. Processes incoming and outgoing Inter-Library Loan requests for journal articles or other materials; processes all related payments and reimbursements between participating libraries
7. Analyzes the Library's collections (in print, electronic, audio or other formats) according to approved criteria for quality, authority, subject coverage and currency; reviews the collections periodically to withdraw or replace materials which have been superseded or which no longer provide current, authoritative information
8. Uses recognized classification and cataloging schemes for the Library's collections, and creates corresponding catalogs, lists, web pages or other finding tools for users; organizes the Library collections in a way that facilitates self-service during hours when the Library is not staffed
9. Monitors condition and operating status of all Library equipment and facilities, ordering supplies, repairs, software upgrades or replacements as warranted

10. Supports the Library's participation in local, regional and national Inter-Library Loan networks, by maintaining accurate information in the National Library of Medicine's SERHOLD and DOCLINE databases
11. Fulfills the responsibilities of Department Manager by attending management meetings, participating on other committees, functional teams and task forces as requested, and ensuring that the Library and its staff adhere to all hospital standards
12. Supervises, trains and schedules support personnel and volunteers in the performance of Library functions
13. Documents Library policies and procedures, and ensures that routine Library operations and practices adhere to compliance standards
14. Develops departmental operating and capital budgets; monitors the Library's expenses; prepares variance reports according to hospital standards
15. Oversees all Library purchases of goods and services and approves all related payments, according to hospital and County procedures
16. Coordinates with Information Technology staff to evaluate, acquire, implement and operate appropriate technologies to meet the hospital's knowledge based information needs
17. Obtains organizational feedback and support for Library programs through participation in Continuing Medical Education Committee and other teams
18. Designs and implements Needs Assessment and Service Evaluation tools and processes to measure the Library's performance against user needs and expectations; evaluates Library services, collections and practices relative to those of comparable institutions, and to national standards or benchmarks
19. Develops long- and short-range strategic plans for future Library services and performance, based on the stated and/or anticipated needs of the Library's clientele; prepares Performance Improvement plans for the Library. Submits reports in accordance with the hospital's Quality Assurance program
20. Monitors ongoing evolution in knowledge-based information resources, research techniques, health professionals' use of information, and technology
21. Represents the Library during JCAHO and other accreditation surveys. Prepares for surveys by maintaining all required departmental documentation, by attending all related training, and insuring that the Library and Library staff are in compliance with all standards
22. Communicates regularly with hospital departments and medical staff to appraise them of currently-available Library services, and to assess their information needs
23. Works to insure that access to knowledge-based information resources is incorporated into hospital planning, through contacts with Information Technology department, Functional Teams, and others
24. Maintains professional expertise through membership in national and regional Medical Library associations, attendance at conferences and seminars, monitoring of the relevant literature, and other appropriate activities

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Standard Library management practices for collection development, serials management, acquisitions and cataloging, and user services
2. Health professionals' information needs and practices; relevant issues, trends and terminology for health professionals' information needs
3. Knowledge-based information resources in the health sciences
4. Knowledge of health sciences resources, journals and databases

Working knowledge of:

1. Knowledge of purchasing, budgeting, and inventory management techniques
2. Knowledge of Information Management principles and applications
3. Computer systems and troubleshooting
4. Principles and methods of adult learning
5. Website design, principles and practices

Skill and Ability to:

1. Present information in both oral and written forms, for both small and large groups
2. Assess and prioritize multiple tasks, projects and demands
3. Develop and maintain online Library databases and websites
4. Design and deliver of effective training session for all levels of hospital staff
5. Establish and maintain cooperative working relationships with employees and representatives of networked medical libraries
6. Operate a personal computer utilizing a variety of software applications

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Pass a pre-employment physical/medical assessment and background check.

Working Conditions

During the course of work, incumbents at Natividad Medical Center may come in contact with infectious organisms and other potentially hazardous substances.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education

A Master's degree in library and information science or related field; and

Experience

Three (3) years of health sciences library experience

Certificate

Academy of Health Information Professionals Certification

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Mobility, flexibility, gross body coordination, and dexterity sufficient to work in a typical library environment
2. Ability to sit and/or stand for up to seven (7) hours per day at a computer or in meetings
3. Ability to climb a stepladder in order to shelve and retrieve books and other library materials
4. Mobility, and flexibility to bend, stoop and crawl in order to shelve and retrieve materials from low shelves
5. Acute vision, visual color discrimination, hearing, voice, smell, and sense of touch typical for an office environment
6. Ability to speak clearly and with the volume required to carry on clear conversations in person, over the phone and at public events
7. May be required to occasionally lift up to 30 pounds
8. May occasionally be exposed to hazardous working conditions with infectious diseases

CLASS HISTORY

Class Code: 65A22
Established Date: 1998
Revised Date: January 2010
Former Title: Librarian II

CLASS DATA

Job Group: 03
EEO Category: P
Work Comp. Code: 9043
Bargaining/Employee Unit: X
FLSA: E
MOCO OT: N

Prepared by: Gerta McClay, SPHR, IPMA-CP
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NMC Human Resources Administrator

/s/ Janine Bouyea _____

2/1/2010

Date