

Clinical Informatics Fellowship Trainee Position Description and Essential Functions Template

5/1/2026

Position Identification: Fellow

Position Summary: Clinical informatics fellows participate in design, implementation, optimization, evaluation and governance of health information systems to improve patient care, operational efficiency, population health, and clinician experience. Fellows work with stakeholders (often clinicians), executive leadership and health IT teams to provide solutions for health system initiatives. Through project-based learning, fellows will develop the ability to practice clinical informatics independently. For the purpose of this document, the term “Resident” includes medical and dental residents and fellows, including those in ACGME, CODA and non-ACGME accredited programs.

General Overview of the Clinical Informatics Fellow Role

A clinical informatics fellow’s responsibilities include operational responsibilities commensurate with their level of training and other responsibilities required of operational leadership. Under the supervision of attendings, general responsibilities of the clinical informatics fellow may include:

- Participating in/Leading the development, implementation/optimization, and maintenance informatics interventions (e.g. clinical decision support)
- Acting as a clinical subject matter expert embedded within the health IT team, and as a technology expert for clinical teams
- Evaluating functionality of clinical applications and tools
- Obtaining, analyzing and providing actionable visualizations to guide operational success
- Learning and applying principles of data governance, privacy and security, program/project management
- Participating in systems implementation, process re-design and change management
- Participating in quality, safety and performance improvement initiatives
- Participating in committees, governance groups and operational meetings
- Attending and actively participating in classes and didactics
- Teaching other learners, such as medical students, residents, and others who may be new to clinical informatics

General Overview of the Resident Role (Clinical)

A resident’s responsibilities include patient care responsibilities within the scope of their clinical privileges commensurate with level of training and other responsibilities required of all members of the medical staff. Under the supervision of attendings, general responsibilities of the resident may include:

- Initial and ongoing assessment of patients’ medical, physical and psychosocial status
- Performing history and physical examination
- Developing assessment and treatment plan
- Performing rounds
- Recording documentation, including progress notes, admission notes, procedure notes and discharge summaries

- Ordering tests, examinations, medications and therapies
- Arranging for discharge, referral and after care.
- Providing patient education and counseling about health status, test results, disease processes and transition of care planning
- Performing procedures
- Assisting in surgery
- Teaching and evaluating junior learners, such as medical students

UW GME Expectations for Professional Behavior

- All residents must comply with the [UW Medicine Policy on Professional Conduct](#) and the UW Medicine [Compliance Code of Conduct](#)
- ACGME Competencies in Professionalism, including fitness for duty (See [ACGME Common Program Requirements](#))
- All residents must comply with [GME Policies](#), including the Resident and Fellow Position Appointment Agreement (RFPA)

Essential Functions

Essential functions are the fundamental job duties of the position that cannot be eliminated or substantially modified without changing the nature of the position.

Essential Program Administrative Functions

Onboarding

The Resident must:

- comply with all program and institutional tasks required for credentialing and onboarding by the requested deadlines
- comply with all tasks required for applying to the Clinical Informatics and Patient Centered Technologies master's program, and ensuring tuition can be reimbursed on time

Program Tasks and Documentation

The Resident must:

- participate in all requests for schedule preferences, requests for absence or schedule changes of requests for clinical or operational coverage on the requested timelines or deadlines
- complete in a timely manner all evaluations requested for medical students, peer residents, faculty or other members of the team
- complete MedHub clinical and educational hour logs
- complete the annual ACGME Resident Survey
- complete the quarterly rotation handoff spreadsheet, including listing research output
- complete the program's annual confidential internal survey
- complete required examination preparation and/or testing requirements, to include USMLE or COMLEX Step 3, in-training examinations and program-specific guidelines for national board certification
- attendance at all required program meetings

Essential Program Core Educational Functions

Didactics

The Resident must:

- Comply with all standards for attendance at didactics or other core educational activities
- Satisfactorily complete required assignments and scholarly project as specified by the Clinical Informatics and Patient Centered Technologies (CIPCT) Master's program. This curriculum includes classes in programming and databases
- Attend and participate in the informatics continuity rotation
- Adhere to the preferred mode of attendance (in-person, virtual, hybrid)

Scholarship

The Resident must:

- Comply with all program or specialty requirements for research or scholarship, quality improvement, national or regional conference presentation, publication or scholarly writing or teaching and presentations internal to the program

Essential Functions

Presence and preparedness

The Resident must:

- present to work as physically, mentally and emotionally fit for duty
- arrive at the patient care or informatics setting on schedule
- arrive at work in attire appropriate for the professional and safe delivery of patient care and/or operational meetings
- meet expectations for chart review or pre-rounding
- satisfy expectations that precede sign-out and/or departure from the clinical setting, including an appropriate handoff and follow up on all patient assessments/data/studies that will alter care in the near term.
- satisfy expectations that precede sign-out from their rotational projects, including an appropriate handoff and follow up on all active components of the project.

Administrative

The Resident must:

- complete patient health record documentation on the schedule prescribed by the program or medical center. (Examples include but are not limited to progress notes/visit summaries, discharge summaries, operative or procedure notes, perioperative records)
- comply with expectations for EHR inbox management, including timely responses to messages from patients, medical staff and tracking and patient follow up of expected results
- Respond in a timely and respectful manner to communications from attendings, operational leadership, and health IT colleagues.

Patient Care Communication

The Resident must:

- respond in a timely manner to pages, phone calls and Epic Secure Chat

- remain within the program-prescribed geographic range while on call or eligible for coverage

Patient Care Volumes

The Resident must:

- work toward (with supervision) or meet benchmarks for patient care volumes in all clinical settings
- appropriately request and utilize supervision
- work toward or ultimately meet procedure certification standards

Informatics Project Volume

The Resident must:

- accurately communicate project status and capacity
- with faculty, prioritize projects to ensure they have a manageable workload

Consultation

The Resident must:

- appropriately respond to, triage, and staff consultations in a timely manner
- document findings and recommendations in a timely manner
- communicate with the requesting service directly (e.g. in-person, phone) in advance of and following the assessment
- ensure that consultations are staffed and finalized with a faculty member in a timely manner

Essential Shift and Schedule Functions

Settings

- complete assigned shifts in settings deemed essential by the program, such as inpatient units, NICU, PICU, emergency department, and outpatient specialty and primary care clinics
- complete assigned away rotations deemed essential by the program
- if unavailable, contact clinical leader as soon as possible and arrange for coverage

Shift length and timing

The Resident must:

- complete shifts of all lengths deemed essential by the program, which may include daytime, swing,
- nights, weekends, and holidays
 - *Shifts must not exceed ACGME limits of up to 28 hours per shift, and up to 80 hours per week averaged over a 4 week period*
- where appropriate, comply with designated break lengths (to meet personal needs and not impact patient care)

Call Responsibilities

The Resident must:

- complete assigned shifts of overnight call, as deemed essential by the program
- complete assigned shifts of home call, as deemed essential by the program
- remain within the prescribed geographic range while on call or eligible for coverage

Essential Cognitive Functions

Fellows should be able to:

- Analyze, synthesize and interpret complex clinical, operational and technical information
- Learn and apply new knowledge related to health IT, data analytics and operational leadership
- Prioritize tasks and maintain attention to detail in the review of workflows, health IT tools, health IT data and EHR systems

Essential Communication Functions

(including verbal and written)

- Fellows should be able to: Communicate professionally with patients, physicians, nurses, executive leadership, health IT personnel and others working throughout the healthcare enterprise
- Work with program faculty and other fellows to sharpen presentations prior to presenting
- Participate in and lead interdisciplinary meetings
- Effectively convey complex operational, technical and clinical information

Essential physical functions

(including senses, stances and mobility, manipulation and technical skills)

- Fellows should be able to: Perform essential duties as stated above with reasonable accommodations
- Use digital technologies for extended periods
- Participate in meetings, didactics and classes, as well as clinical activities
- Operate computers and standard office or clinical equipment

Statement Of Nondiscrimination

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