Clinical Software Trainer, Clinics
University at Buffalo, The State University of New York

Job Title	Clinical Software Trainer, Clinics
Department	Clinics
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Sep. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/52943
Apply By Email	

Job Description

The **School of Dental Medicine** at the University at Buffalo is seeking applications for a **Clinical Software Trainer**. The clinical software trainer is responsible for preparing, conducting, and evaluating training programs for clinical software, primarily the electronic health record (EHR). Coordinates training with subject matter experts as needed. Writes, updates, and maintains training materials to be used in training programs and as job-specific aids.

Job responsibilities include:

- Prepare and conduct electronic health record training programs for all faculty, staff, students, and residents.
- Determine course content according to clinical and academic objectives.
- Create instructor materials (course outlines, background material, instructional materials, and training aids) for training courses.

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- Execute training sessions, webinars, workshops etc. in groups or individually.
- Produce training schedules, written/video training aids, and classroom agendas.
- Creation of reports in the electronic health records.
- Keep and report data on completed courses, absences, issues etc.
- Evaluate results of training programs, assess training needs, and make recommendations.
- Ensure the quality and consistency of training programs and materials.
- Participate in committee meetings for design and planning of clinical software changes.
- Test and provide feedback on clinical software changes.
- Work with the Clinical Software Support Specialist(s) to identify and resolve training issues.
- Assist with the creation and running of reports within the EHR.
- Assist the Clinical Software Support Specialist(s) when required, acting as both an escalation path for them as well as a backup in case of absence or high workload.
- Work with IT and electronic health record admin Team to ensure changes being made are communicated and training material is reflective of the current system and configuration.
- Performs other tasks assigned by clinical operational leadership as needed.

Outstanding Benefits Package
Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our **benefit packages.**

About The University at Buffalo
The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo**.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when

applying for or inquiring about this job announcement.

Contact

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