Involves oversight of the medical library for a medical center or health system. Facilitates access to evidence-based information for allied health professionals, medical center staff, providers, patients and their families. Participates in developing a culture of evidence based practice through outreach, education, engagement, research consultations, and other library services.

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<th>Category</th>
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**Generic Scope**

Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.

Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.

**Custom Scope**

Supports allied health professionals, medical center staff, providers, patients and families to access reliable health information. Facilitates patient education and engagement. Recommends ways to improve services and operations.

Applies in-depth knowledge of medical library practices to develop and implement improvements in services and operations. Supports allied health professionals, medical center staff, providers, patients and families to access reliable health information. Facilitates patient education and engagement. Acts as a leader to represent the medical library’s resources and services.

Applies in depth and extensive knowledge to recommend new programs, resources, and systems for medical library operations. Works with health care management to improve patient education and engagement. Acts as an expert on the medical library’s resources and services. May supervise and be responsible for budget / fund management.

**Key Resp 01**

Develops customized content relative to locating and assessing health information for diverse groups. Customers include medical center staff, patients and their families. Prepares and develops content in multiple formats. Assesses the effectiveness of instruction through validated surveys and tools.

Develops customized content at all levels of complexity, relative to locating and assessing health information for diverse groups. Customers include center staff, patients and families. Prepares and develops content in multiple formats. Evaluates the effectiveness of instruction through validated surveys and tools. Coaches

Assures systems are in place to maintain smooth operations and ensure materials are robust and current. Consults with medical center management to improve content and operations, based on changing needs. Coaches and mentors other library staff performing these tasks.
### Job Summary
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## Key Resps

### Key Resp 02
Partners with medical center staff engaged in clinical research; facilitates and delivers relevant library resources. May partner to develop and perform search methodologies for materials intended for publication.

Supports medical center staff engaged in clinical research by facilitating access to the relevant literature. Partners to develop and perform search methodologies for systematic reviews intended for publication. Coaches and mentors other library staff performing these tasks.

Develops and oversees programs to improve and support medical library operations and resources. Coaches and mentors medical library staff in locating relevant resources across a diverse host of topics, from medical center staff engaged in clinical research, to patients and families on specific medical conditions.

### Key Resp 03
Provides reference assistance to meet the diverse needs of patients and their families. Works closely with patients to educate them with health information. Promotes patient portals and facilitates patient engagement.

Provides reference assistance to patients in complex, critical or high impact cases. Supports patient engagement and patient education initiatives. Analyzes primary barriers to educating patients and identifies potential solutions.

Develops programs and leads interdisciplinary teams to educate and engage patients. Provides reference assistance to patients in complex, critical or high impact cases. Supports patient engagement and patient education initiatives. Analyzes primary barriers to educating patients and identifies potential solutions.

### Key Resp 04
Facilitates online and in-person access to the library’s materials and databases. Participates in the user-oriented design of online interfaces. Develops online subject guides on health topics of limited complexity, or to support the information needs of specialized groups.

Recommends changes to the library’s online and in-person access, based on best practices. Leads user-oriented design of online interfaces where library resources are accessed. Develops online subject guides on a diverse and complex range of health topics, or to support the information needs of specialized groups.

Develops, researches, and implements new or improved systems to the library’s online and in-person access, based on best practices. Consults with medical center management to determine methods and improvements. Oversees the development of online content for the medical library.

### Key Resp 05
Stays abreast of current best practices and innovations in medical libraries through the literature, and active participation in regional and national conferences and workshops.

Involved and may be a leader in regional and national professional organizations, and actively participates in conferences and workshops. Participates in department planning and goal setting.

Involved, typically as a leader in regional and national professional organizations. Participates in library strategic and long range planning, identifies new programs and initiatives and leads teams with responsibility for developing and implementing strategies to meet those targets.

### Key Resp 06
Assists in conducting needs assessments, and performs analysis of

Rounds in clinical areas to conduct needs assessments. Evaluates database

Leads interdisciplinary teams and rounds in clinical areas to conduct
Job Family: Library
Job Function: Medical Library HC
Category: Professional

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Job Level: Entry
Intermediate
Experienced
Advanced
Expert

Key Resp 07
database usage to ensure the library’s resources meet the information needs of medical center staff, patients and families.
usage to ensure the library’s resources meet the information needs of medical center staff, patients and their families. Works with outside vendors to identify costs for expanding resources.
needs assessments. Evaluates database usage to ensure the library’s collections meet the information needs of clinicians, staff, patients and their families. Leads negotiations with vendors to determine the scope and cost of the library’s resources.

Key Resp 08
Active participates in committees and workgroups in areas related to research, evidence-based practice, patient education and engagement, and innovation. Ensures that these workgroups have awareness and access to the relevant information.
Leads and participates in committees and workgroups in areas related to research, evidence-based practice, patient education and engagement, and innovation. Ensures that these workgroups have awareness and access to the relevant information.
Leads interdisciplinary teams and workgroups in areas related to research, evidence-based practice, patient education and engagement, and innovation. Ensures that these workgroups have awareness and access to the relevant information.

Key Resp 09

Key Resp 10

Key Resp 11

Key Resp 12

Key Resp 13

Key Resp 14

Key Resp 15

Education 1
Bachelor’s degree in related area and / or equivalent experience / training.
Bachelor’s degree in related area and / or equivalent experience / training.
Bachelor’s degree in related area and / or equivalent experience / training.

Education 2
Master’s degree from an American Library Association accredited Library Science program preferred.
Master’s degree from an American Library Association accredited Library Science program preferred.
Master’s degree from an American Library Association accredited Library Science program (or equivalent)

Education 3

Education 4

License 1

License 2

License 3

License 4

Cert 1

Cert 2
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**KSA 01**
- Thorough understanding of health sciences databases and resources. Demonstrated ability to educate end-users on how to navigate those resources.
- Advanced understanding of health sciences databases and resources. Ability to educate end-users on how to navigate those resources.
- Advanced understanding of health sciences databases and resources. Ability to educate end-users on how to navigate those resources.

**KSA 02**
- Knowledge of current developments in field.
- In-depth knowledge of current developments in field.
- In depth and broad knowledge of current developments in field.

**KSA 03**
- Strong communication skills; includes active listening and critical thinking. Uses effective communication skills with patients and staff; shows sensitivity to differences of culture.
- Skilled communicator; includes verbal and written, active listening, critical thinking, persuasiveness, advising, and counseling skills. Demonstrates a positive and supportive manner in which patients and colleagues perceive interactions as positive and supportive.
- Highly sophisticated communicator; includes verbal and written, active listening, critical thinking, persuasiveness, advising, and counseling skills. Demonstrates a positive and supportive manner in which patients and colleagues perceive interactions as positive and supportive.

**KSA 04**
- Strong interpersonal skills. Actively cooperates and supports the work of others. Exhibits team work skills to positively acknowledge and recognize other colleagues. Empathetic and aware of impact on others.
- Advanced interpersonal skills. Skills to work collaboratively coordinate and integrate with others throughout the organization. Successful experience working with people with a wide range of backgrounds and skills.
- Highly developed interpersonal skills to work collaboratively, coordinate and integrate with others throughout the organization and community. Proven experience leading and working with people with a wide range of backgrounds and skills.

**KSA 05**
- Productive in work volume, speed, quality and consistency. Ability to see projects through to completion on deadline.
- Advanced organizational and project management skills. Ability to lead a team, prioritize personal and team tasks and see projects through from inception to completion on schedule.
- Highly developed organizational and project management skills. Ability to assemble and lead an interdisciplinary team, prioritize personal and team tasks and see projects through from inception to completion on schedule and within budget.

**KSA 06**
- Ability to perform all commonly applicable functions in the Microsoft.
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Job Family | Library
---|---
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Category | Professional

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<td>Thorough knowledge of data management and documentation methods used in medical research. Focused learning in systematic reviews and meta-analysis/synthesis.</td>
<td>In-depth knowledge of data analysis, research and reporting, particularly as it relates to medical library research. Expert knowledge of evidenced based research processes, systematic reviews and meta-analysis/synthesis.</td>
<td>Expert knowledge of data analysis, research design and reporting, particularly as it relates to medical library research. Expert knowledge of evidenced based research processes, systematic reviews and meta-analysis/synthesis.</td>
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<td>KSA 08</td>
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<td>Strong teaching skills. Ability to break down complex concepts in an understandable way.</td>
<td>Advanced teaching skills. Ability to develop curriculums that convey complex concepts in an understandable way.</td>
<td>Highly developed teaching skills. Ability to develop curriculums that convey complex concepts in an understandable way.</td>
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