

Clinical Informatics Director Interview Questions

1. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

2. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

3. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

4. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

7. Share an experience you had in dealing with a difficult person and how you handled the situation.

8. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

9. Tell me how you organize, plan, and prioritize your work.

10. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

11. Share an experience when you applied new technology or information in your job. How did it help your company?

12. Give me an example of when you thought outside of the box. How did it help your employer?

13. Tell me about an experience in which you analyzed information and evaluated results to choose the best

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solution to a problem.

14. Would you consider analyzing data or information a strength? How so?

15. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

16. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

17. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

18. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

19. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

20. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

21. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

22. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

23. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

24. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

25. Share a time when you willingly took on additional responsibilities or challenges. How did you

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successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

26. Please share an experience in which you presented to a group. What was the situation and how did it go?

27. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

28. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

29. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

30. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

31. Provide a time when you translated nursing practice information between nurses and systems engineers, analysts, or designers? What challenges did you overcome? (Ask what tools the candidate used?)

32. Have you developed, implemented or evaluated health information technology applications, tools or processes to assist nurses with data management? What was the result?

33. Provide an example when your ethics were tested.

34. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

35. Provide an example of when you were persistent in the face of obstacles.

36. How have your contributions in designing or implementing a health information application resolved clinical or health care administrative problems? (Be sure to dig into what the problems were.)

37. Please share an experience in which you successfully taught a difficult principle or concept. How were you

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able to be successful?
38. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
39. Provide a time when you dealt calmly and effectively with a high-stress situation.
40. Provide an experience when you analyzed and/or interpreted patient, nursing, or other data to improve nursing services. What data did you look at and what was the outcome?
41. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)
42. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
43. Name a time when your patience was tested. How did you keep your emotions in check?
44. Share an experience in which your willingness to lead or offer an opinion helped your company.
45. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
46. Name a time when your creativity or alternative thinking solved a problem in your workplace.
47. Provide an example of when you had to evaluate a new informatics solution? What criteria did you use and what was the outcome?
48. Provide an example of when you collected and/or analyzed data that are relevant to the nursing care of patients. How did you identify the data and what was the result?
49. How do you keep abreast of developments in informatics? (With a field that is constantly changing, you want to make sure that the candidate is staying current with emerging trends or principles.)

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50. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

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51. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

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52. Have you ever been responsible for developing or implementing policies to ensure the privacy, confidentiality, or security of patient information? What challenges did you face and how did you overcome them?

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53. Tell me about a strategy or policy you developed which successfully introduced, evaluated, or modified information technology, such as for nursing practice or education.

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54. Have you ever analyzed computer or information technologies to determine the applicability to nursing practice, education, administration and research? Tell me more.

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55. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

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56. Have you collaborated with other health informatics specialists on a project? What made the collaboration successful?

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57. Describe a time when you successfully provided personal assistance to a coworker or patron.

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58. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

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59. What is the most challenging part of budgeting for you?

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60. Have you developed or delivered training programs for health information technology? Would you consider the training programs successful? Why or why not? (You may also want to ask if the candidate also created operating manuals?)

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61. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

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62. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
63. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
64. Share a time when you successfully used scientific rules or methods to solve a problem at work.
65. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
66. Do you have experience consulting with nurses regarding hardware or software configuration? What was the outcome?
67. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
68. Share an experience in which you were able to generate a new design or modify a current design to better serve the needs of your customers.
69. Name an example of when you designed, conducted, or provided support to nursing informatics research? What did the research entail, and what was the result?
70. Have you ever taken the opportunity to disseminate information about nursing informatics science and practice to the profession, other health care professions, nursing students, and/or the public?
71. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.
72. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)
73. Tell me about some of your most recent computer programming projects.

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74. Provide an example of a project you worked on that demonstrates your programming abilities. What was your role in the project?

75. Share an experience in which you successfully informed health policies with good results.

76. Share an experience in which you oversaw the assembly, fabrication, construction, maintenance, or modification of equipment. How did you communicate to the staff what you wanted?

77. Tell me about a time when you successfully determined the cause of an operating error at your company and solved the problem.

78. What is the key to success when communicating with the public.

79. Describe a telehealth technology application or system for homes which you planned. Tell me about a difficult problem you solved with it or another application/system.