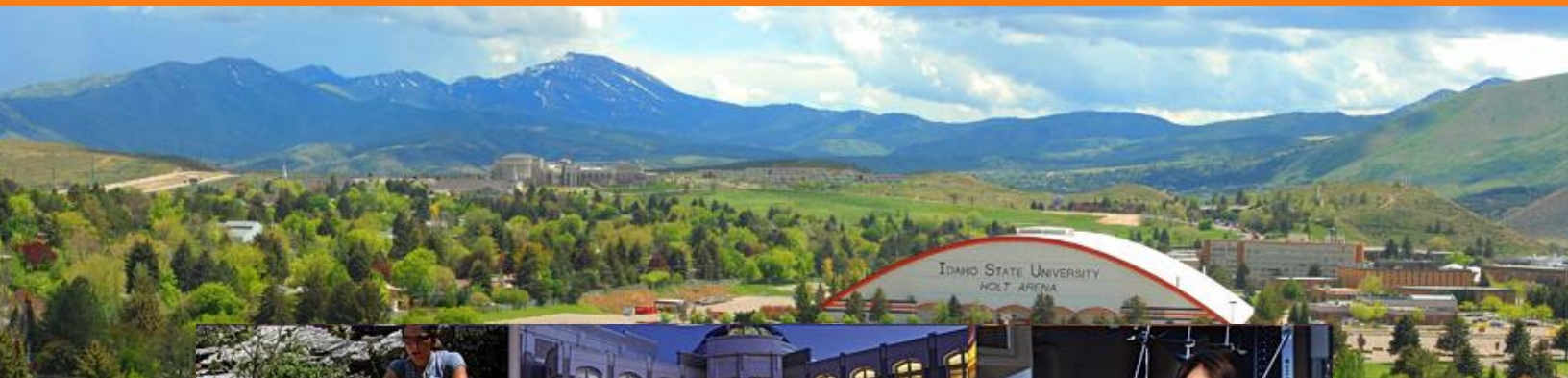


Idaho State University
Pocatello, Idaho

Position Specifications
HIPAA/Privacy Officer

February 2015

Prepared by:
Summit Search Solutions, Inc.



Idaho State

UNIVERSITY

www.isu.edu

THE INSTITUTION

Overview:

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit www.isu.edu.

Location: Pocatello, Idaho

THE OPPORTUNITY

The Position:

This position serves as the **HIPAA** (Health Insurance Portability and Accountability Act) and **FERPA** (Family Educational Rights and Privacy Act) **Privacy and Security Officer** and conducts other general University compliance activities as required. The HIPAA/Privacy Officer reports to the Director of Risk Management and Compliance.

Key Responsibilities:

HIPAA-related responsibilities include:

- Works with University health-related clinics and operations to assure compliance with HIPAA privacy and security laws, regulations and policies.
- Provides development guidance and assists in the identification, implementation, and maintenance and updating of University privacy and security policies.
- Oversees, directs, delivers, or ensures delivery of University's privacy and security training and orientation of employees, volunteers, contractors, and business associates.
- Works with legal counsel and management to ensure University's consent forms, authorization forms, business associate agreements, notices and other documents are in compliance with applicable requirements and practice standards.
- In conjunction with IT security personnel, conducts periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with University's other compliance and operational assessment functions.

- In collaboration with IT security, coordinates and monitors mechanisms to track access to protected health information, within the purview of the University's operations and as required by law, regulations and policies.
- Administers a process for receiving, documenting, tracking, investigating, and taking action on complaints concerning the organization's privacy and security policies and procedures in coordination and coordination with clinic directors, IT and other related offices.
- Reviews all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices and acts as a liaison to the IT department
- Cooperates and coordinates with the Office of Civil Rights, other legal entities, and University officers and employees in any compliance reviews.
- Other HIPAA-related duties as assigned.

FERPA and general compliance related duties include:

- Develop, coordinate, and present a multifaceted educational and training program that focuses on the elements of the FERPA law, and seek to ensure that all appropriate employees and management are knowledgeable, and comply with, the aforementioned legal, ethical, and regulatory obligations.
- Maintain adequate records of all such training provided within the University.
- Participate in professional development as needed to maintain knowledge of evolving regulations.
- Establish a written policy for controlling access to student records, approve requests for access to student records based on legitimate educational interests, and regularly review who has access to student records and whether there is a continuing need for such access.
- Respond to questions about disclosure of records, and will work closely with the University data custodians.
- Participate with General Counsel and the Director of Risk Management and Compliance in coordinating University-wide compliance efforts and policies in such areas as, but not limited to, research, disability services, public safety, student and general data security, etc.
- Assist in assuring annual and/or periodic compliance reporting by various departments and operations.
- Assist in monitoring and coordinating compliance efforts and training with various departments and operations.
- Provide support and assistance to University Compliance Committee.

Qualifications:

- Bachelor's degree and work experience in a health or legal compliance related field required; master's or higher degree in a health or law related field preferred.

- Knowledge and experience with information privacy laws and regulations, access, and release of information required; experience and extensive knowledge in HIPAA and other privacy related laws and regulations preferred.
- Demonstrated higher-level compliance experience in a health-related, university or corporate environment, particularly in data privacy and security preferred.
- Demonstrated organization, facilitation, communication and presentation skills.
- Ability to work cooperatively with a variety of University personnel, including faculty and staff, contractors and business associates.
- IT security background may also be a significant consideration.

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Click the following link to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4489521&portalID=5652>

For nominations or further information:

Stephanie Fowler

Senior Consultant
Summit Search Solutions, Inc.
Direct: 530-677-9945
sfowler@summitsearchsolutions.com

Carrie Coward

President
Summit Search Solutions, Inc.
Direct: 828-669-3850
ccoward@summitsearchsolutions.com



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, student affairs, finance, enrollment, financial aid, technology, risk/compliance, and human resources. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



POCATELLO AND SOUTHEAST, IDAHO

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, <http://www.pocatello.us/>
Idaho State Journal (local news), <http://www.idahostatejournal.com/>
Visit Pocatello.com, <http://www.visitpocatello.com/>
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>
Bannock County, <http://www.co.bannock.id.us/index.htm>

