

REHAN KHAN

SUMMARY

Provide vision and leadership by planning for the effective use of current and emerging technologies within the University's academic, research, patient care and public service missions. Integrate information technology in scholarly, research and clinical environment and utilize strategic technology planning expertise to enhance the teaching, learning, patient care and research missions.

PROFESSIONAL EXPERIENCE

Emory University - School of Medicine Atlanta, GA

8/2000 – Present

Assistant Dean for Information Technology Services and Chief Information Officer

- Function as the chief information technology officer and oversee the operations and management of the school of medicine's information technology resources.
- Established the office of information technology services at Emory University School of Medicine. Planned, directed and organized the Information Technology Services Office to support the strategic plans for education, research and clinical care.
- Developed collaborative agreements, policy, resources and budgets to support school and departmental strategic IT planning, compliance, application development, web resources, databases, systems analysis, training & support, network operations, systems evaluation, and communications.
- Developed strategic alliances and championed for better collaboration of information resources within the Woodruff Health Sciences Center. Worked directly with IT units, departments, faculty and administration at the schools of nursing, public health, medicine, clinic, hospitals and the university to identify and propose the development of new programs and technology partnership opportunities.
- Established cooperative relationships with Emory University Information Technology Division (ITD), Network Communications Division (NetCom) and Emory Healthcare Information Services (EHC-IS) in ensuring that the information technology needs of the Medical School are met. Initiated collaboration of information technology initiatives in a coherent manner to better utilize staff and technological resources.
- Work with school faculty, deans, chairs, students and administration to develop and implement a strategic plan for information technology at the school. Work with the Council of Chairs, Deans, Vice Presidents and Senior Management to support the strategic plan for integrating information technology throughout the organization.
- Actively participated in developing an institution-wide institutional architecture plan, network and security plans, technology planning and standards. Developed and implemented policies, standards and goals for information technology and management.
- Led, managed, and motivated teams in the resolution or delivery of complex technology projects. Demonstrated ability to successfully lead process to implement information technology systems needed to support the business objectives.
- Developed campus-wide computing policies, procedures, documentation and newsletter. Established academic and administrative technology committees. Instituted user groups for training and educational purposes as well as training orientation programs/seminars.
- Directed and developed on-line distributed learning programs. Advocate for the development and use of information technology in instructional support and training. Provide resources for integration of web, streaming audio/video, multimedia, A/V in teaching and learning.
- Responsible for the planning and implementation of technology in new construction projects.
- Developed and implemented development and support models for departments including developing documents of understanding (DOU) and service level agreements (SLA).
- Possess excellent interpersonal, communication and project management skills.

Dartmouth College - Dartmouth Medical School, Hanover, NH**1990 – 2000***Director of Information Technology*

- Responsible for managing, budgeting, planning, staffing and organizing the Information Technology resources at Dartmouth Medical School. Directed all facets of computing technologies including academic, administrative, telecommunications, telephone services and collaborated in IT delivery for library systems.
- Responsible for integration of technologies into academic and administrative processes. Participated and developed institutional architecture, data standards, network infrastructure and user support plans for academic & administrative computing, telecommunications and clinical systems.
- Managed the Dartmouth Medical School voice and data infrastructure in conjunction with the telecommunications and network service provider units at Dartmouth College and the Dartmouth-Hitchcock Medical Center.
- Advised Faculty, Chairs, Deans, COO and CFO on information technology planning and manage all technologies budgets. Presented technology plans to senior management.
- Established Academic and Administrative Computing Committees. Developed campus-wide policies, procedures, documentation and newsletter.
- Developed computing standards for campus networks, operating systems and data integrity. Implemented the integration of enterprise-wide computing into a user-focused system.
- Coordinated with the CFO and the fiscal office to develop an array of management reporting and financial projection tools. Worked on special projects and oversaw analysis, projections and modeling to support decision-making, institutional research and accreditation (AAMC, LCME).
- Provided technical (HW/SW/Network) and planning support to the C. Everett Koop Institute.
- Managed departmental operating and capital budgets

Gragil Associates, Weymouth, MA**1985 – 1990***Manager, Management Information Systems*

- Directed information technology for the enterprise and managed budgets, technology planning, programming, operations, personnel, data entry, data control and computer inventory.
- Performed all system management functions including performance, tuning, configurations, backup and capacity planning. Directed applications/systems programming and documentation of all systems procedures. Developed procedures and installation of vendor supplied patches and system revisions. Managed system security, disk and CPU utilization. Prepared monthly cash flow statements, general ledger and various other financial reports.
- Conducted feasibility study for a new computer system implementation, analysis and design, defined the organizations technology and software requirements for order entry, billing, accounting and executive information systems.
- Implemented training program for computer operations staff and end-users in the use of various software applications and hardware. Areas covered included business and administrative systems, operating systems, word processing, application development, report generation, training, policies and procedures.
- Promoted to MIS Manager from System Manager/ Programmer on 5/1/1988.

Parlex Corp, Methuen, MA**1983 – 1985***Programmer Analyst/System Operator*

- Designed, coded, tested, installed, trained, documented and implemented a Labor Variance reporting System.
- Revised, updated and enhanced existing and new applications. Performed program and user documentation for application engineering, accounts payable, fixed asset, quality control, production control and cost system.
- Performed all system operations and management functions

National Gypsum Company, Reading, MA**1983 – 1985***Systems Operations and Jr. Programmer Analyst (part-time)*

- Performed all systems operations functions on multiple IBM System/38, Sperry-Univac 1100, and DEC VAX system hardware. Performed junior level programming tasks utilizing DCL, RPG, FORTRAN and COBOL. Maintained desktop PC and Apple equipment.

PROJECTS

Directed the implementation of the SCT Banner (SunGuard) Student Information System at Dartmouth Medical School. Modules implemented included admissions, registration, financial aid and bursar.

Project team member for the enterprise implementation of projects such as Oracle financials, Resource25, Blackboard project.

Performed gap analysis and risk assessment for the school of medicine for compliance with the HIPAA security rule. Developed policies, procedures and mitigation strategies.

Coordinated the design, review and vendor selection for the OSCE 'simulated patient' labs and the clinical skills facilities. Worked with EMS to configure the technology infrastructure required to support teaching and learning.

Directed the software development of the Grants and Space Information Management System. Managed internal and external technical and functional resources.

Implemented the Oracle/SiteMinder clinical trials application at Emory School of Medicine.

Established network connectivity between Emory and Grady Health Systems to provide faculty, students and staff access to Emory resources. Implemented video conferencing and wireless network access.

Established Information Technology Services Offices at both Dartmouth and Emory schools of medicine.

EDUCATION

Emory University	Atlanta, GA	2005-06 Fellow, Woodruff Leadership Academy
Rivier College	Nashua, NH	1983 – Master of Business Administration <i>Minor - Management Information Systems</i>
University of Massachusetts	Lowell, MA	1981 – Bachelors of Science in Management
Cushing Academy	Ashburnham, MA	1976 – College Prep. HS Diploma.

ADDITIONAL PROFESSIONAL ACTIVITIES

- Member EDUCAUSE, (1990-Present)
- Steering Committee AAMC Group on Information Resources, (2006-2009)
- Member of AAMC Group on Information Resources, (1990-Present)
- Member AAMC Information Technology Benchmarking and Survey Committee (2004-Present)
- Member AAMC SIG on Administrative Systems and Security
- Member Emory University Information Technology Planning Council (ITPC), (2005-Present)
- Member Emory University ITPC Research Committee, (2005-Present)
- Member Emory University Executive Council on Information Resources and Technology (CIRT), (2000-2004)
- Member of Emory ITD Information Technology Advisory Committee, (2000-2005)
- Member of Emory Healthcare IS Decision Team, (2000-Present)
- Member of the Grady Health System Clinical Informatics Committee, (2000-Present)
- Member Emory University School of Medicine Executive Curriculum Committee
- Member Emory University Information Technology Architecture Committee
- Member Dartmouth Institutional Research Advisory Committee.
- Member Medical Information Sciences Advisory Group
- Member Dartmouth College Administrative Computing Policy Advisory Council
- Member Dartmouth College Grants and Contracts Steering Committee
- Member Student Information Systems Steering Committee
- Member Dartmouth College Administrative Affirmative Action Review Committee
- Member Dartmouth-Hitchcock Medical Center Telecommunications & Network Committee
- Member Dartmouth-Hitchcock Medical Center Strategic Planning subcommittee
- Member Dartmouth Medical School Academic Computing Council

- Chair Dartmouth Medical School Computer/Information Resources LCME self Study committee
- Chair Dartmouth College Data Administration Committee
- Chair Dartmouth Medical School SCT Banner Implementation Committee
- Member of the IVY Plus Administrative Computing Group, (1990-2000)
- NCHICA 3rd Academic Medical Center Conference
- AMC Security and Privacy: Progress and Prospects (9/2005)
- PKI: Public Key Infrastructure - Dartmouth PKI Lab Deployment Summit (7/2005)
- Campus Architectural Middleware Planning - CAMP Med: Identity and Access Management for Medical Applications (2/2005)
- Emory University Identity Management workshop (4/2006)
- Editor, AAMC Annual IT and Benchmarking Survey Report (2006-Present)
- Intensive Training Program for Department Administrators – IT Resources (2006)