



QA/QI NURSE

POSITION OBJECTIVE:

The QA/QI nurse is responsible for performing continuous quality improvement, compliance, and Risk Management nursing duties for Kedren's Agency-Wide clinical services as assigned; to ensure all policies and procedures are in compliance with federal, state, agency, and other regulatory bodies.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- A graduate from an accredited School of Nursing and a valid license to practice as a
- Registered Nurse in the State of California. At least two (2) years nursing experience
- in community mental health or other psychiatric clinical program.
- A current CPR/CPI Certification.
- Working knowledge of diagnostic/statistical manual for mental disorders, utilization
- review, program evaluation, and staff development.
- Proficiency in MS Word, Excel and a data entry database computer software in a
- windows environment.
- Must be organized, detail oriented and the ability to handle confidential information.
- Possesses excellent written, verbal communication and interpersonal skills, the ability
- to interface with all levels of management and associates while building strong
- relationships.
- Must have the ability to problem solve, meet deadlines and follow through on work
- assignments in a fast-paced environment.

GENERAL STATEMENT OF FUNCTIONS:

- Review certification of admission/ continued stays, and utilization records for assigned in and out-patient charts according to established guidelines.
- Audit active in and out-patient charts for deficiencies as required.
- Review Patient Rights policies and procedures: e.g. denial of rights, seclusion and restraints, legal status requirements, etc.
- Identify staff development needs based on deficient chart findings and reports findings findings to Chief Operations Officer, CQI, Compliance and Risk Management or Registered Nurse Manager for resolution.
- Participate in CQI, Safety, and other related meetings as assigned.
- Maintain current licensure, certification and other professional development required to provide a high quality of care and clinical practice at all times.
- May be required to relieve other nursing staff as needed within the scope of practice.
- Practices confidentiality in all client, employee, and management related matters.