

## RISK MANAGER QA/PI REGISTERED NURSE

### MAJOR DUTIES AND RESPONSIBILITIES

#### *CQ/PM*

Provides coordination, direction, organization, planning, management, and training of QAPI program and the Risk Management/Corporate Compliance Program. Develops specific methods for tracking and trending data that allow departments and work teams to track performance over time. Assists with data collection, analysis, and evaluation necessary to develop corrective action plans that address any indicators that fall below targets of performance.

Participates in the development of strong orientation processes and content to help assure that staff understands their role in these core processes.

Establishes and implements standards, policies/procedures/protocols, and regulations relevant to accreditation, legal aspects of care, Infection Control, Environment of Care, Safety, QAPI, Risk Management, Corporate Compliance, staffing concerns, EEO, equipment, evaluation/specification/cost-effectiveness. Monitors and co-leads Root Cause Analysis (RCA) studies and monitors incident reporting as it relates to hospital safety standards and activities. Maintains Excel spreadsheet for complaints and creates graphs of aggregate information.

Incumbent acts as subject matter expert and advises others in the process of collecting & analyzing data. Provides comparison statistical information, and assumes a leader role in training clinical and departmental staff in developing QAPI monitors / indicators that will promote the strategic goals of the organization.

Compiles & submits routine reports for the CEO Executive staff, Governing Body, State and Regulatory Agencies. Coordinates and uploads GB reports for the organization.

Prepares and submits reports for the CEO, Governing Body, etc. as required. Acts as the subject matter expert in developing metrics and maintaining the over all accuracy of information contained on the dash board.

Coordinates & participates in Mock surveys and the development of any required action plans. Assists with the coordination & compilation of reports for annual Internal & External drills.

Participating member of QAPI, Executive Leadership Team, Infection Control, EOC Safety and New Employee Orientation.

Assists with the creation/maintenance of aggregation tools used for Med Staff QAPI.

Lead on Centers of Medicare & Medicaid Certification.

### **Knowledge Required by the Position**

Knowledge of the methods processes and techniques used for planning, developing, implementing, directing, coordination and evaluation Quality Assurance Performance Improvement (QAPI), Risk Management, and Corporate Compliance Programs.

Knowledge of the theories, principles, practices of behavioral health, and health care delivery that would be gained through 5 years of progressively responsible experience in a hospital work environment and completion of a professional degree in the health field.

Knowledge of various job-related computer programs and applications: Excel, Access, Statistical data programs, etc. Experience with providing formal training to health care providers in clinical applications software.

Skill in compiling special reports to State Agencies, Accrediting, and Regulatory Agencies.

Ability to provide assistance in leading other professional staff and health team members in carrying out performance improvement, and risk management/corporate compliance program objectives, including motivating peers, subordinates and supervisors.

Ability to communicate effectively and maintain effective working relationship with full-range of health professionals, paraprofessionals, consumers, clients, and the general public.

Knowledge of National, State and professional standards and accreditation/certification mechanisms common to the health care system.

Job Type: Full-time