



Quality and Infection Prevention JOB DESCRIPTION

Position Title:	Quality Coordinator	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Quality Management		
Reports to:	Chief Nursing Officer		
Last Update:	11/02/2016		

Job Summary

The Quality Coordinator has oversight over all quality and infection control related activities within the organization. Directs the efforts of all the performance improvement initiatives to ensure overall compliance with all regulatory standards including national, state, CMS, DNV and other agencies. He/She works with clinicians and administrators to improve overall patient safety and systems-level outcomes.

Essential Functions

Quality

- Responsible for maintaining the facilities system-wide Quality program; to include data collection, aggregating and analyzing data, maintaining policies and procedures and reporting to administrators, Medical Staff and the Board.
- Works closely with Clinical and Non-Clinical teams for improvement on key performance indicators, designs processes for new initiatives, services and other targets identified by Roosevelt General Hospital leadership.
- Serves as an internal consultant to administration, staff, and physicians in the areas of regulatory, process improvement, performance monitoring, and statistical analysis.
- Focuses on better healthcare value and quality, including the improvement of clinical outcomes, patient experience, patient safety, costs, revenue, productivity, efficiency, employee and physician satisfaction, and process reliability.
- Coordinate and manage Core Measures reporting and other functions.
- Collects and reports HCAHPS data for the facility.
- Organize all Quality Management meetings, maintain minutes and make recommendations to the committee based on best practice and current regulatory standards.
- Conduct internal audits and risk analysis as determined by the Quality Management Committee.
- Analyzes all assigned areas for opportunities of improvement and makes applicable recommendations for process, system, procedure, and operational changes to improve healthcare value and quality ie: Core Measures, Hospital Acquired Conditions, etc.
- Assists in the establishment of operational performance measurements and the monitoring of trends in key performance indicators to evaluate effectiveness, reliability, efficiency, etc. using available information

systems data. Where other data is necessary but not readily available, will design and implement appropriate data collection. Uses data from appropriate external sources, including comparative databases.

- Manages project flow and alignment to assure milestones and key performance indicators are met within defined parameters. Documents the results of projects, and submits other documentation as requested.
- Participates in the QDC committee and works with department leaders to resolve investigations within the incident reporting system.
- Evaluate and document the effectiveness of the quality management system and IC activities.
- Ensure organizational adherence to all CMS, NIAHO (DNV) and ISO 9001 standards and regulatory requirements.

Infection Control and Prevention

- Responsible for coordinating the infection control program which includes surveillance; analysis of data; developing reports, policies and procedures.
- Use epidemiological principles and statistical methods to design, implement and evaluate infection prevention and control strategies.
- Provides consultation and education to staff, physicians and community leaders in respect to Infection Prevention & Control.
- Coordinate with the Infection Prevention and Control Committee to determine the direction of surveillance activities and actively evaluate effectiveness of the Infection Prevention and Control Plan annually.
- Conduct risk assessments at least annually and as needed with consideration of served populations, regional vulnerabilities, relevant statistical data, and new and emerging infectious diseases.
- Notify the County and/or State Health Department of any reportable diseases, adhering to all internal county and state procedures.
- Develop and implement continuously improved patient care procedures and control mechanisms relating to quality, compliance and infectious diseases.
- Participate in infection prevent and control education of all employees during orientation and annually thereafter, including classes in infection prevention and control practices and employee health.
- Ensure the infection prevention and control procedures meet CMS, DNV, county and state, APIC and CDC regulations, standards or guidelines.
- Organize Infection Prevention and Control Committee meetings and maintain all meeting minutes.

Other functions/duties:

- Complete annual performance evaluation for self and employees and implement plans of correction when needed.
- Manage a departmental budget; leads cost efficient and effective operations, creates plan of correction for any operating expenses that deviate more than 10% from budget.
- Use problem-solving and conflict resolution skills to foster effective work relationships with team members.
- Maintain required competencies for self and all employees within the department.
- Pursue professional growth and participates in a professional organization.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain employee and patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Maintains confidentiality and protects sensitive data at all times.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.

- Attend regular staff meetings and in-services.

Qualifications

- A minimum of three (3) years' experience in a hospital facility required, Quality/IC leadership experience preferred
- Bachelor's degree in nursing, healthcare administration, or a similar field of study with a strong analytical base preferred
- CPHQ (Certified Professional in Healthcare Quality) preferred
- Certification in Infection Prevention/APIC is highly desired
- Basic Life Support certification required within 30 days of hire

Knowledge, Skills, and Abilities

- Knowledge of CMS and DNV standards and regulations.
- Knowledge of infection prevention and control procedures, OSHA, CDC and APIC guidelines.
- Knowledge of the principles of epidemiology and infectious disease.
- Knowledge of the County Health Department procedures and practices.
- Thorough knowledge of all infectious disease, disease warning signs and response procedures.
- Skill in organizing and prioritizing workloads to meet deadlines.
- Skill in telephone etiquette and paging procedures.
- Ability to develop policies and procedures.
- Ability to teach and evaluate clinical performance.
- Knowledge of system process analysis, quality/process improvement techniques, design, and integration, at a level of complexity associated with integrating processes across multiple departments of an organization.
- Possess a level of analytical ability to problem-solve, evaluate, plan, and direct process improvement projects and benchmarking activities for all clinical and non-clinical departments.

Physical Requirements and Environmental Conditions

- Working irregular hours
- Work in varying degrees of temperature (heated or air conditioned).
- Work under extreme pressures.
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Ability to frequently handle hazardous/infectious waste.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date