



Job Description

Quality Assurance Coordinator

Basic Function

- Responsible for the supervision of the RHMPI nursing staff, including Nursing Protocols, nursing coverage/scheduling, and staff development in collaboration with the site physicians and or the Chief Medical Officer
- Responsible for Clinical Quality Compliance including HIPPA audits, HRSA Requirements Clinical Protocol audits, UDS requirement audits, and RHMPI clinical Policies & Procedures audits
- Leads the Patient Centered Medical Home certification initiative
- Maintains and executes the RHMPI Quality Management Plan; chairs the RHMPI Quality Team; and participates on the RHMPI Quality Council

Reporting Relationship

- Reports directly to the Chief Executive Officer
- Collaborates with nursing staff (Nurses, Nursing Director, CMA)

Supervisory Responsibilities

- Direct supervisory responsibility for the RHMP Nursing staff

Qualifications

- A bachelor's degree in nursing, an associate's degree in nursing, or a diploma from an approved nursing program
- Good interpersonal and professional communications skills
- Licensed by national board of nursing and licensed to practice nursing in the State of Alabama
- Experienced in management and leadership roles in the health care profession
- Must be sensitive to the problems and needs of persons from diverse cultural and socio-economic backgrounds
- Must demonstrate professional leadership in a team-based environment
- Must be able to provide leadership in quality planning, quality measurement, and quality improvement initiatives for both clinical and operational functions

- Familiarity with Electronic Health Record systems

Duties and Responsibilities

- Develop clinical and quality assurance plans based on comprehensive clinical needs analyses for target population
- Coordinate the design and implementation of health improvement plans and initiatives
- Build partnerships and alliances with external organizations and individuals for the promotion and improvement of health care for our patients
- Lead Quality Assurance and Improvement efforts throughout RHMPI for clinical, operational, and administrative functions
- Help lead the implementation of and migration to Patient Centered Medical Home recognition status
- Ensure compliance with clinical standards outlined in HRSA Nineteen Program Objectives, RHMPI Policies & Procedures, and chart audits on UDS clinical performance measures
- Establish and maintain effective, professional relationships with employees, Management Team, Board of Directors, stakeholders, and other external groups and agencies throughout the community.
- Performs other related duties as required
- 20% travel requirement

Physical Requirements

- While performing the duties of this job, the employee is regularly required to walk, stand, kneel, stoop and lift objects 10 pounds or less
- Vision requirements include close, distance, color, peripheral, depth perception, and the ability to focus