



Job Description

Position Title: Quality, Compliance & Risk Management Director
Department: QIQA
Position Reports to: Medical Director, Operations Director

Position Purpose: Under the supervision of the Executive Director, the Director of Compliance & Risk Management will work collaboratively with internal stakeholders and external regulatory agencies to ensure compliance and mitigate risk across the company with the goal to protect the health and safety of our employees, while being mindful of the internal and external image of the Company. This role is the primary point of contact and authority regarding compliance with federal, state, and local agencies regarding environmental health, fire safety, occupational safety and loss control, and insurance.

Responsibilities:

Compliance & Risk Management

- Analyzing the Company's exposures risk and proactively developing best practices to avoid or minimize losses to human, financial and physical assets.
- Measuring options to retain or self-insure risks against the benefit and cost of transferring risks through insurance products.
- Coordinating the purchase of insurance, including educators and trustees legal liability, general liability, auto liability, international liability, property coverage, as well as other recommended or required policies to protect the Company.
- Providing support, education and training to agents/executives and staff to build compliance and risk awareness within the Company.
- Developing compliance and risk management guidelines and policies to report incidents or circumstances which may give rise to a claim, and communicate to senior management accordingly.
- Collaborating with legal counsel and HR to investigate and manage claims, conduct training, and ensure compliance.
- Identifying, organizing and tracking workplace training required for best practices and compliance with regulatory authorities.
- Assisting purchasing personnel in reviewing vendor contracts to ensure that insurance requirements are consistent and proper transfer of risk mechanisms are stated, such as indemnification and hold harmless provisions.
- Verifying that vendors are compliant with insurance obligations by obtaining insurance certificates on an annual basis.
- Participating in risk management and insurance classes, seminars and conferences to further understanding of current trends facing all lines of the Company's business.



- Working directly with facility management to assess, define, and respond to operational and compliance issues
- Providing guidance with regard to post-acute rules and regulations, especially related to Medicare and Medicaid laws
- Providing evaluation of clinical operations for facilities and make recommendations in order to provide optimal quality of care.
- Collaboratively working with the team to adapt to multiple demands and shifting priorities

Quality Improvement and Quality Assurance

- Design, direct and oversee implementation of quality improvement/quality assurance programs with the guidance of the QI/QA Committee.
- Maintains appropriate minutes, tracking of outcomes and follow-up items; submitting there to the Compliance Officer
- Researches and designs appropriate organization-wide performance and quality training. Coordinates performance management and quality improvement capacity building for all levels of management and employees.
- Trains and certifies in-hours performance and quality improvement trainers for various performance and quality improvement training programs.
- Assist in hiring and supervises patient quality navigators, achieving UDS/CCALAC/HEDIS measures and internal referrals
- Ensures execution of monthly/quarterly clinical peer-reviews
- Support member health centers in developing and implementing the necessary teams, tools and care process changes in parallel with individual center efforts to improve patient outcomes and develop innovative approaches to primary care delivery reform.
- Participate in the critical analysis of individual center and network aggregate results of existing clinical outcome measures
- Work closely with CMOAR implementation staff to ensure that all clinical setup and workflow development is aligned with QI/QA program requirements, goals and objectives.
- Participate in on-going development of clinical data repository and dashboard reporting. Participate in provider meetings and perform requested follow-up duties.
- Generate reports for the management team on monthly and quarterly basis and other reports requested
- Design custom reports in Crystal with the assistance of OCHIN
- Assist with the NCQA implementing new workflows, generating reports, participating in meetings and tracking initiatives.



Clínica
Monseñor Oscar A.
Romero

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Qualifications

- 5+ years of risk management and compliance experience in a community health center or hospital setting
- Strong demonstrated ability to establish collaborative working relationships at all levels and build consensus.
- Excellent analytical and communication skills
- Bachelor's Degree
- Strong interpersonal communication skills to effectively and diplomatically interact with physicians, staff, administration & sponsors.
- Ability to attend off-site staff meetings, conferences and investigator meetings
- Basic understanding of clinical

CLINICA MSR. OSCAR A ROMERO IS AN EQUAL OPPORTUNITY EMPLOYER

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