

Job Announcement



Position Title: QI-Risk Administrator

Department: Medical

Supervises: None

FLSA: Exempt

Reports To: Senior Director of Quality Improvement & Chronic Disease

Effective Date: 9/16

Written by: Human Resources Department

Approved by: CEO

General Summary:

Implements as needed patient care policies and procedures, oversees quality, compliance, patient outcomes, grievances, and participates in overall decision-making.

Essential Duties: (*Essential Functions)

- Develops, maintains and reports on activities of the Continuous Quality Improvement programs
- Monitors and evaluates clinical data for accuracy and completeness
- Reviews, establishes, and maintains patient care protocols and standards of care, ensuring that all federal and State policies, regulations, and guidelines for patient care are met in coordination with the Chief medical Officer
- Coordinates with appropriate staff to monitor and routinely audits clinic operations to ensure compliance with all contractual and regulatory mandates
- Ensures clinical compliance of the electronic health records system
- Reviews and renders determination on all patient complaints/grievances regarding clinical care
- Maintains working knowledge of health care environment as it relates to clinical programs
- Prepares reports regarding areas of responsibility for review by CMO, CEO, COO, and CFO
- Represents CMO and clinic at QI meetings as directed
- Plans and organizes education programs for all providers
- Oversees Preventive Health Guidelines development and preventive health measures
- In conjunction with CMO, runs and manages Continuous Quality Improvement Committee (CQIC)
- Oversees quality improvement issues as noted in the SCFHC Quality Improvement Plan, including utilization of services, medication use, sentinel events/adverse outcomes
- Be a contributing member of the informatics team
- Coordinates Peer Reviews as directed by CMO
- Help Coordinate and prepare for HRSA Operational Site visits relating to the Quality Improvement and Quality Assurance requirements under the 330 grant and FTCA.
- Risk management activities such as surveillance on sentinel events, create and implement Risk management plan, maintain and supervise Training Calendar, and any other activities to be in compliance with FTCA requirements

Job Specifications: (Knowledge, skills, abilities and experience normally required for competent performance)

Education and Knowledge

- BA Degree

Experience

- Must have a minimum 1 year experience

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- Non-clinician with 5 year experience.
- Mid level providers or M.D., preferred
- 1 year prior experience in community clinic, preferred

Skills and Abilities

- Knowledge of clinical objectives, programs, methods, procedures, and standards within area of expertise
- Skill in developing and implementing new strategies and procedures
- Knowledge and understanding of all facets of professional patient care within area of expertise
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources
- Knowledge of related accreditation and certification requirements
- Ability to foster a cooperative work environment
- Employee development and performance management skills
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community
- Ability to maintain quality, safety, and/or infection control standards
- Knowledge of staff in-service education requirements, methods and procedures

Licensure and Certifications

- Clinician (MD, NP or PA) preferred
- Registered Nurse, with current California License preferred
- Current on professional CME requirements

Financial Responsibility and Authority:

None

TO EXPEDITE APPLY: <https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>