

QUALITY IMPROVEMENT COORDINATOR**NATURE OF WORK IN THIS CLASS:**

This is complex professional work involved in developing, coordinating and implementing the quality improvement programs relating to patient care and support services.

ILLUSTRATIVE EXAMPLES OR WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Develops and monitors the implementation of hospital or health care quality improvement programs.

Coordinates program activities with the various medical staff committees, division and agency/departmental administrator.

Establishes program guidelines and interprets and explains program requirements to pertinent personnel.

Evaluates the effectiveness of agency/departmental quality improvement programs and makes recommendations to identified problems.

Coordinates and participates in the quality improvement monitoring activities through chart reviews.

Gathers, compiles and analyzes data and prepare report for presentation to appropriate department/committee for review and approval.

Conducts educational programs related to quality improvement methodologies and activities as required.

Monitors departmental compliance to established quality improvement policies and procedures and reporting calendar.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, theory, and applications of quality improvement programs pertinent to patient care and support services.

Knowledge of medical terminology relevant to the administration of quality improvement programs.

Knowledge of the ten-step quality improvement process.

Ability to develop, coordinate and implement a quality improvement program.

Ability to make decisions in accordance with program guidelines.

Ability to read and translate notes and entries by physicians, nurse and other allied health professionals involving patient observations and information on patient care.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Graduation from a recognized college or university with a Bachelor's degree in the health sciences, and three years of experience in the implementation of hospital or health care quality improvement programs; or
- B) Graduation from a recognized college or university with an Associate's degree in the health sciences, and five years of experience in the implementation of hospital or health care quality improvement programs; or
- C) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

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PAY GRADE: M



JOHN S. SALAS
Acting Executive Director
Civil Service Commission