

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Quality Improvement Specialist	Grade	
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Department	Quality Improvement	Exempt	
Immediate Supervisor	Quality Improvement Manager	Non-exempt	X
Supervisor next in line	Chief Nursing Office (CNO)	Workweek	

POSITION SUMMARY

Responsible for providing consultative support to value-based program partners. This includes, but is not limited to, developing strategies based on performance analytics and analysis to define opportunities for improvements, as well as specific outcomes and metrics to monitor progress and align goals of value-based programs and Central Montana Medical Center

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

- An associate degree in the health care field is preferred.
- A minimum of two years of health care experience is required.
- Primary care experience is preferred.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Provide consultation and support for quality/performance improvement and payer program improvement processes.
- 2 Analyzes population and patient data related to clinical care and outcomes to evaluate performance, reveal trends, identify opportunities, and leverage health information.
- 3 Collaborate with various departments to develop guidance, procedures, and process improvement efforts.
- 4 Implement processes and monitor compliance with Value Based Care contracts.
- 5 Provides project status updates, feedback, and appropriate reporting on selected projects. Assists in the communication and education/training plans to facilitate the dissemination of process improvement and systems thinking strategies, tools, and practices across the organization.
- 6 Responsible for promoting and monitoring safe, high quality, cost effective health care.
- 7 Performs other duties as assigned

Knowledge, Skills, Abilities:

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- Experience in working with Electronic Health Records.
- Experience in database, spreadsheet, and word processing software applications.
- Demonstrates the ability to effectively communicate with all levels of hospital and practice-based staff in a verbal and written manner.
- Possesses analytical skills and demonstrates the ability to be very organized.
- Effectively plan projects, activities, and assignments.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	Contact with agitated and/or combative patients/family members.

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date