

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Quality Improvement RN	Grade	
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Department	Quality Improvement	Exempt	
Immediate Supervisor	Quality Improvement Manager	Non-exempt	X
Supervisor next in line	CNO	Workweek	

POSITION SUMMARY

- Provide consultation and support for facility wide quality/performance improvement and payer program improvement processes
- Provide ongoing assessment of performance improvement projects, and assists in ensuring successful clinical project implementation
- Has a good understanding of Quality Payment Programs, State Licensure/HCFR, Conditions of Participation for the Hospital and CMS regulations
- Assess overall compliance, guide personnel in compliance with those standards and preparation for accreditation surveys
- Data coordinator and resource person for internal and external projects
- Responsible for promoting and monitoring safe, high quality, cost effective health care

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:

- ASN required; BSN preferred
- Minimum of three years nursing experience with leadership experience preferred.
- Quality improvement experience preferred.
- Will have accredited QI Certification within 1 year of employment.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

1	Receives reports and data related to Quality Improvement and analyzes for trending, patterns, and submits reports as required
2	Maintains documentation and meets requirements for Quality/Performance Improvement.
3	Extracts and maintains quality improvement data and provides reports as requested or needed.
4	Responsible for learning/maintaining current knowledge and requirements of the quality programs.
5	Participates in performance improvement initiatives as it relates to quality improvement.
6	Develops and demonstrates effective communication tools to disseminate information and to interact with department and organization's staff.
7	Assist facility staff with proper documentation/requirements for quality requirements

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8	Analyze quality improvement activities and identify opportunity trends for better patient health outcomes.
9	Participates in meetings and events as required or requested.
10	Assists and serves as a resource to hospital, medical staff, and administration for Quality Improvement issues as appropriate.
11	Other duties as assigned.

Knowledge, Skills, Abilities:

- Experience in working with an Electronic Health Record.
- Proficiency in database, spreadsheet, and word processing software applications essential.
- 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 plans projects, activities, and assignments.
- Possesses basic knowledge of Quality Payment Programs, Federal and State standards/Conditions of Participation for the hospital standards as a guideline for quality improvement.
- Ability to identify, define, and evaluate priority problems and suggests solutions

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)	

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