

NORTHWELL HEALTH

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : COORDINATOR, QUALITY MANAGEMENT

DEPARTMENT : QUALITY MANAGEMENT (2) Positions
8a-4pm with flexibility to work other hours as needed

REPORTS TO : Nina Goldsztejn, Ed.D, RNC-OB, NEA-BC

POSITION SUMMARY	Assists with the implementation of the multidisciplinary hospital-wide Quality Management (QM)/Performance Improvement (PI) program. Promotes collaborative practice among Departments/Services for improved clinical outcomes and processes of care. Plans and implements a systematic process to monitor the quality and appropriateness of patient care and PI activities. Coordinates activities related to the collection, organization, verification and entry of data.
RESPONSIBILITIES	<ul style="list-style-type: none">* 1. Facilitates multidisciplinary approach to evaluation of identified problems and/or evaluation of processes of care within the Hospital.* 2. Develops systems and procedures to carry out QM/PI functions.* 3. Collaborates with the multidisciplinary health care team regarding development and implementation of QM/PI program.* 4. Assists in the preparation process for accreditation and regulatory surveys.* 5. Supports an information system for data aggregation for Risk/Quality Management.* 6. Assists in the implementation of the hospital's performance improvement program based upon the understanding and application of clinical criteria to evaluate the quality and appropriateness of care provided.* 7. Manages activities related to the collection, organization and entry of data.* 8. Collects, organizes and monitors data for the monthly multidisciplinary committees and Special Care Committee meetings.* 9. Ensures submission of monthly data to the Multidisciplinary Committees within specified timeframes.* 10. Maintains quality of data to meet standards of methodology.11. Performs related duties, as required. <p>*ADA Essential Functions</p>
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none">• Master's Degree in Nursing or related field, required.• Currently licensed as a Registered Professional Nurse in the State of New York.• Minimum of three (3) years supervisory experience in Quality Assurance or Utilization management required.

Department Head Signature

Date

Human Resources Signature

Date