

QUALITY ASSURANCE COORDINATOR

NATURE OF WORK

This is professional work determining the overall effectiveness and quality of care within the Public Health Nursing Division.

Work involves development, coordination and evaluation of the quality and appropriateness of care services; creating monitoring tools for the purpose of internal audits of service provision and policy adherence; coordinating staff training needs as they relate to quality assurance activities; assisting with analyzing and updating the standards of public health practices within the division; reviewing incident reports and making recommendations for corrective action as appropriate. An employee in this class exercises independent judgment and personal initiative within the framework of established departmental, State and Federal policies and regulations. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and program effectiveness. May assist in the supervision of subordinate staff.

EXAMPLES OF WORK PERFORMED

Develops and coordinates a division-wide quality assurance program which evaluates the quality and appropriateness of public health nursing services; analyzes and prepares related reports for administrative review.

Promotes and ensures division compliance with applicable federal and state regulations and accreditation requirements related to quality assurance; modifies quality assurance activities to reflect division needs, trends, etc.

Coordinates staff training needs pertaining to quality assurance activities; communicates quality assurance information to staff.

Provides input to field supervisors regarding staff performance; assists in staff orientation; participates as a team member/leader on special projects.

Maintains community involvement through work on community projects, task forces and committees in order to identify community needs and assist in developing plans to meet those needs.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of professional nursing principles, practices and treatment methodologies.

Considerable knowledge of the delivery of public health nursing services.

Considerable knowledge of state and federal regulations pertaining to public health nursing.

Ability to read and interpret federal, state and local statutes and standards related to public health nursing quality assurance.

Ability to identify specific training needs and provide training for staff within the parameters of an established quality assurance program.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Masters Degree in public health, nursing or related field and considerable experience in the delivery of public health services or in the development and implementation of a quality assurance program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public health, nursing or related field plus experience in the delivery of public health nursing services or in the development and implementation of a quality assurance program; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

5/98

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