

JOB DESCRIPTION**CURRENT AS OF: December 2008****JOB TITLE: Quality Improvement / Clinical Registry Manager****SUPERVISOR'S TITLE: Chief Executive Officer****FLSA STATUS: Exempt****SUMMARY**

PURPOSE: The Quality / Compliance Manager will serve as the organizations registry coordinator and quality improvement liaison with facilities and EMS agencies related to the organizations clinical initiatives. The position requires active coordination with all committees of the organization and internal and external partners to provide qualitative and quantitative review and analysis of initiatives.

POLICY SETTING RESPONSIBILITIES: Assists organization in establishing policies and procedures to include quality and compliance requirements. Primary oversight of data registry policies and the appropriate retrieval and use of data from the RAC registry.

DECISION-MAKING AUTHORITY: Formally responsible for making recommendations regarding policies and processes associated with the management and implementation of quality and compliance initiatives.

SUPERVISORY RESPONSIBILITY: None.

KEY ACCOUNTABILITIES

Accountability A:	Oversees regional registry and provides reports as requested and/or needed to support performance improvement initiatives	Weighting 35%
Accountability B:	Receives quality concerns from healthcare facilities and EMS agencies. Reviews concerns and refers as needed to the appropriate medical audit.	Weighting 10%
Accountability C:	Develops benchmarking processes for regional initiatives	Weighting 5%
Accountability D:	Presents performance data and recommends initiatives to divisions	Weighting 10%
Accountability E:	Works with all organizational divisions to ensure qualitative and quantitative review for initiatives.	Weighting 15%
Accountability F:	Provides professional consulting to member organizations on performance improvement	Weighting 10%
Accountability G:	Participates in drills and exercises and supports organizational committees as needed.	Weighting 5%
Accountability H:	Serves as assigned during a declared disaster or emergency exercise.	Weighting 5%
Accountability I:	Other duties as assigned.	Weighting 5%

REQUIRED KNOWLEDGE AND SKILLS

COMPONENT	DESCRIPTION
Knowledge	Required for completely satisfactory performance in this job is knowledge of compliance, statistical process control, quality improvement, relevant clinical topics including Stroke, Trauma, and Cardiovascular service lines.
Skills	Required for completely satisfactory performance in this job is the ability to develop strong relationships with the community to assure appropriate compliance with policies related to the organization. Proficient computer skills, including Word, Excel, and Access are a must. Experience with commercially available clinical registry software preferred.
Formal Education and Experience	Bachelor's Degree preferred. At least three years experience in quality and/or compliance field. Must possess, or within the first 6 months of employment in this position, achieve DHS/FEMA IS-100, IS-200, IS-700, & IS-800 course certifications.

WORKING CONDITIONS

Conditions which differ from the normal work office environment include business travel and being available to serve in the CMOC during a declared disaster.
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The above statements are intended to describe the essential responsibilities being performed by people assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to these people.

APPROVED BY

NAME:

TITLE:

SETTRAC is a Section 501(c)(3) organization serving a nine county region comprising Trauma Service Area Q (Harris, Montgomery, Walker, Waller, Fort Bend, Wharton, Austin, Colorado, and Matagorda Counties). Authorized by the Texas Legislature in 1989, the original purpose of a Regional Advisory Council (RAC) was to develop, implement and monitor a regional trauma system plan. In recent years, SETTRAC has expanded its scope to include regional coordination of stroke and cardiac care. SETTRAC is the administrative agency responsible for the hospital preparedness grant funding in the region and partners with the Regional Hospital Preparedness Council to carry out this important function.

Cover letters and resumés may be submitted to:

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