**JOB DESCRIPTION**

**Job Title**: Outcomes Coordinator

**Classification**: Full Time Exempt

**Education Required**- Bachelor’s of Science Degree in Nursing, Health Administration or Professional Clinical Area

**Reports to:** Director of Quality

**Job Description Summary**

The Outcomes Coordinator is responsible for development, implementation, monitoring, and analysis of quality assessment and improvement projects and regulatory readiness under the direction of the Director of Quality. The Outcomes Coordinator proactively interacts with staff and physicians to achieve high performance in quality improvement and standard compliance and coordinating accreditation activities. There are additional activities that the Outcomes Coordinator participates in as defined by the needs of the organization and the unique skills of the Outcomes Coordinator. The Director of Quality provides general direction; however, this position operates with a high degree of independence and awareness of organization priorities.

**Essential Duties and Responsibilities**

Include but are not limited to:

* Coordinate and implement tracer methodology for standard compliance (The Joint Commission, Center for Medicare & Medicaid Services, Indiana State Department of Health, Indiana State Department of Health Perinatal Standards)
* Maintains up to date knowledge of standard revisions and provides continuous education for hospital and medical staff, works with staff to ensure all policies are survey ready and standard compliant
* Assists Director of Quality with annual Intra Cycle Monitoring Survey
* Coordinates data collection as needed for the quality dashboard
* Analyzes and aggregates data for reporting as directed (Core Measures, Patient Harms (HIIN), Quality Net, Comparative Outlook Profile, Emergency Department Transfer Communication (EDTC), Indiana Discharge Studies, MIPS)
* Performs chart reviews, aggregates data, prepares reports, completes targeted audits as requested
* Assists with RCA, Intensive Analysis, Serious Event Analysis
* Participates/ Coordinates in Lean events
* Provides input and recommendations to the quality council for quality and safety projects and initiatives
* Provides input and guidance to department leaders on performance improvement goals, objectives, and action plans
* Models problem solving using PDCA model to make improvements
* Assists Director of Quality in monitoring clinical outcomes and system issues related to quality of care through internal and external benchmarking
* Participates in Safety Walks
* Participates in interdisciplinary teams to support and promote patient safety through quality improvement
* Assists with the development of educational programs for staff based on trends in performance
* Collects, aggregates, analyzes data related to restraints, critical labs, falls, alarm management, pressure ulcer prevalence, tele-health, tissue procurement
* Understands change theory and utilizes the most effective techniques to impact successful project implementation

**Job Requirements**

**Education:** Graduate of an accredited nursing program, health administration program or clinical professional area; Bachelor’s Degree

**Licensure/Certification**: If required by profession, current license in good standing.

**Experience**:

* Minimum of two years of recent Quality experience
* Minimum of one-year OB clinical experience preferred
* Cognitive skills as related to the position,
* Lean or Six Sigma training preferred
* Excellent interpersonal skills required including communication, writing, and presentation skills
* Advanced working knowledge of spreadsheets and databases, must have strong knowledge base of Microsoft Excel, PowerPoint, and Word

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_