



## **Cow Creek Government Office**

### **Quality Improvement & Quality Assurance (QI/QA) Coordinator**

Job Code: 2130  
Department: CCH&WC  
Location: Roseburg, Oregon  
Minimum Hourly: \$29.99

#### **POSITION PURPOSE:**

The Quality Improvement Coordinator will manage the development, implementation, and evaluation of the clinic's overall quality improvement (QI) and quality assurance (QA) program that includes ancillary, nursing, and medical staff department to identify trends, prioritize and recommend improvements, decrease duplication, and ensure Accreditation Association for Ambulatory Healthcare (AAAHC) compliance.

#### **ESSENTIAL FUNCTIONS:**

- Acknowledge and help solve problems with all SQSS matters potentially amending policy or procedure to ensure patient/clinic safety.
- Serve as the HIPAA security and privacy officer for health services.
- Administer PowerDMS including processing new and updated policies and procedures, enrolling new clinic staff and following up on incomplete tasks.
- Serves as the lead safety committee clinic team member, ensuring walkthroughs and routine checking of equipment and annual evaluations are completed.
- Monitors VFC remote temperature logs.
- Facilitate new employee onboarding and mandatory staff training at hire and annually.
- Promote patient safety and quality of care to minimize loss and facilitate improvements.
- Organizes, compiles, and reports QI and QA data for medical staff to identify trends, establish priorities, and recommend improvement activities.
- Manage the compliance and monitoring of quality improvement activities to secure AAAHC accreditation.
- Lead quality improvement projects and work plans by assisting team with the identification of new clinical improvement opportunities.
- Coordinate and implement quality improvement initiatives, monitoring effectiveness.
- Develop and maintain quality improvement documentation.
- Conduct audits and assessments.

- Provide reports and recommendations on quality improvement activities for senior management and clinical staff.
- Collaborate with different departments to ensure quality standards are met.
- Stay up to date with industry best practices and standards.
- Ensure compliance with regulatory requirements.
- Other items as assigned.

#### QUALIFICATIONS:

- CPR certification
- Cultural competence and the ability to work respectfully with tribal communities
- Organizational and coordination skills
- Intermediate to advanced skills utilizing Microsoft Office Suite
- Valid Oregon driver's license
- Must know how to use computer/electronic health records
- More than 5 years' experience working in health care
- Associate degree in healthcare or related field preferred
- ACLS/BLS Instructor preferred