



Quality Improvement Coordinator- RN

Full-time

Posting Date: August 20, 2019 **Date Available:** Immediately **Posting Number:** HR086101

Position Summary:

The Administrative Support Nurse consistently demonstrates behaviors that enhances professional performance and reflects the key moral commitments, ethical principles, values and philosophy of Three Rivers Hospital as set forth in the Mission Statement. This position oversees the Utilization Review and Discharge Planning Department, Infection Control Program, Employee Health Program, and provides support to the Quality Improvement Department.

Essential Job Duties:

Oversees all aspects of the Utilization Review and Discharge Planning Department. Directly supervises the Utilization Review and Discharge Planning staff. Maintains a current knowledge base for the issues involving the practice of Utilization Review and Discharge Planning. Oversees all aspects of the Infection Control Program. Works closely with the Director of Ancillary Services to develop, implement, and monitor the annual Infection Control Plan. Ensures compliance with regulatory agencies and TRH policies and procedures as they relate to Infection Control in order to maintain a high level of safety for patients and property and ensure best practice for infection control processes. Reports to the Okanogan County Health Department any reportable diseases, and works with the health department in complying with any problems related to outbreaks and control of communicable diseases. Assists with in-service training related to infection prevention and control. Oversees all aspects of the Employee Health Program. Works closely with the Director of Human Resources and Medical Staff Secretary to develop, implement and monitor the Employee Health Program. Ensures compliance with regulatory agencies and TRH policies and procedures as they relate to the Employee Health Program. Orients new employees to the infection control program and necessary immunizations and tests. Participates in the formulation and revision of all hospital policies and/or procedures dealing with employee health. Works closely with the Director of Quality to develop, implement, and monitor departmental and enterprise wide Continuous Quality Improvement plans. Coordinates and assists with the implementation of Plans of Correction and tracking associated with the Department of Health and other regulatory body surveys and required data reporting. Maintains organizational confidentiality at all times. Works collaboratively with peers and team members, using tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations. Demonstrates an ability to be flexible, organized and function well in stressful situations and reacts calmly in emergency situations. Actively engages with patients, physicians, and staff to resolve questions and concerns. Attends and participates in hospital meetings and functions. Participates in medical, administrative, and educational committees as designated. Demonstrates exceptional clinical care and service within and across departments that achieve defined results. Other duties as assigned.

Qualifications:	Bachelor's Degree preferred, active WA state RN license, and 3 years' experience in Infection Control, Utilization Review, and Quality in a healthcare setting
Days/Hours:	Monday – Friday; Hours may vary.
FTE:	1.00 FTE; 40 hours/week. Benefit eligible.
Department:	Quality, Utilization Review, Infection Prevention, Employee Health
Physical Requirements:	Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Human Resources Department
PO Box 577
Brewster, WA 98812
(509) 689-2517

www.threerivershospital.net
opportunity@trhospital.net

Three Rivers Hospital is an equal opportunity employer.