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| <br>Oroville Hospital | <b>Job Description for<br/>Patient Safety<br/>Coordinator</b> | Department: <b>Patient Safety &amp; Medical<br/>Services</b> |
|  |   | Dept.#: <b>8754</b><br><br>Last Updated: <b>7/20/09</b>      |

### **Reports To**

Director of Medical Services, Patient Safety and COO

### **Job Summary**

The Patient Safety Coordinator is responsible for tracking and providing data regarding CMS inpatient and outpatient measures. The Patient Safety Coordinator provides departmental administrative support.

### **Duties**

1. Develop and maintain system to track failed measure information for Medical Staff and Administrative reporting
2. Research failed measures for accuracy and trends
3. Maintain and relay current information to appropriate departments and management
4. Assist in development of CMS related education tools for Department Managers and staff
5. Run reports as required by Director of Medical Service and Administration
6. Communicate with hospital physicians and staff regarding failed measures
7. Communicate information to abstractors regarding details of measures
8. Assists in training abstraction staff in use of computer programs and communication
9. Assists COO & abstraction staff in on-going “gray area” abstraction questions
10. Makes determinations on how to proceed with charts
11. On-going training and information sharing to Core Measure Checker
12. Assist in development of system for Case Manager’s to assist MD’s in meeting requirements
13. Develop and maintain house wide forms cabinets ensuring most current forms are adequately stocked and used
14. Destroy old versions of obsolete forms
15. Communication with ed users (Staff), purchasing, printer and HIS regarding status of forms
16. Forms creation & design- all MD orders, multiple forms for various managers and patient safety related forms
17. Medical Staff Meeting communication and preparation, including power point presentations
18. Maintain schedule for Director

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19. Annual budget preparation and maintenance
20. Check requests for Director and department
21. Chart review for various reasons (RCA, CMS, QA projects, etc.)
22. Correspondence for Director (memo's, notices, information sharing, etc.)
23. Maintain hospitals mater pneumovax list
24. Maintain Patient Safety Binders on each floor to keep information flowing to staff
25. Create and maintain Pulmonary On-Call schedule
26. Various and numerous projects as assigned

### **Qualifications**

1. High school diploma or equivalent required
2. Minimum of (4) years of work experience in Healthcare setting required
3. Ability to type 50 wpm accurately
4. Effective communication skills, both verbal and written
5. Possess and maintain proficiency in computer software skills to include Work, Outlook, Publisher, Power point, Excel, Flexi lab, WebEMR, and AS400 and ability to learn additional software as needed
6. Effective problem solving skills
7. Detailed knowledge of CMS requirements, history and future
8. Knowledge of medical terminology
9. Familiarity with patient charts
10. Ability to use and understand resource material
11. Ability to operate normal office equipment

### **Lifting Requirements**

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.