

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 02/07 REV: 00/00

CLASS CODE: G76700
OVERTIME STATUS: E

PSYCHIATRIC FACILITY RISK MANAGEMENT ADMINISTRATOR

DESCRIPTION: Under administrative direction, is responsible for the direction, operation, and coordination of a large and complex Psychiatric Regional Center Risk Management Program. The Regional Center Risk Management Program incorporates infection control, safety & security, patient incident reports, performance improvement data collection, external program reviews and other components. The Risk Management Program is administered through first line supervisors and individual contributors. The position operates with moderate latitude and discretion and reports to the Facility Operating Officer.

SPECIAL NOTE: Class Specification was established for the administration of a single risk management program at the Lincoln Regional Center. It is not anticipated that additional positions will be established in the class based on the wide latitude and special characteristics of the risk program at the facility and the size and scope of the Lincoln Regional Center. The scope and nature of this position exceeds that of typical facility QA programs.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do the listed examples include all of the duties that may be assigned.)

Develop and direct new risk management policies, processes, and systems in accordance with HIPAA, JACHO, CMS, DHHS and other rules/regulations relative to the areas of life safety, medical equipment, environment of care, infection control, treatment planning and program reviews.

Direct and oversee facility inspections to evaluate program effectiveness and ensure compliance with JACHO, CMS, HIPAA and State Fire Marshall rules and regulations. Develops and coordinates corrective action plans.

Directs and monitors the environment of care tours, fire drills, safety and environment of care drills.

Direct and oversee the Regional Center facility performance improvement, environment of care and risk management projects.

Chair a Regional Center Performance Improvement Committee; develop performance improvement indicators to assess processes and ensure outcomes meet regulatory and compliance standards.

Oversee and direct a unique, multi-relational database system assessing active treatment. Construct and compile data for the risk management program.

Direct, facilitate, and oversee all Regional Center inspections/surveys conducted by outside accreditation agencies.

Supervise and direct a risk management team.

G76700 PSYCHIATRIC FACILITY RISK MANAGEMENT ADMINISTRATOR (continued)

Chairs the Regional Center Infection Control Committee, surveys the Center to observe infection or potential for infection and to develop and recommend corrective action and consults with nurses and other health care providers to control infections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (these may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Department and Regional Center Risk Management and program treatment policies and procedures, policy and procedure development, external review organizational policies, procedures, and practices, supervisory methods and practices, leadership techniques.

Ability to: Research, develop, implement, coordinate Risk Management Program policies and practices, develop Comprehensive Center plans of correction, chair Center committees, coordinate Risk Management program with other Center programs.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and or other evaluations.)

Knowledge of: Treatment and therapy practices related to clinical psychiatric program, quality assurance/risk management practices and procedures, basic statistics and statistical analysis methodologies, psychiatric program accreditation standards, problem solving and planning techniques

Ability to: communicate effectively, analyze treatment practices and procedures to determine efficiency and develop corrective action plans, prioritize work activities, exercise judgment and discretion in application and interpretation of clinical policies and standards, collecting and analyzing data.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training/experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, skills, and abilities. A general qualification guideline is a Bachelor's degree in health care administration, nursing, health information or related field. Experience and knowledge of hospital risk management, patient safety, and regulatory/accreditation standards.