

JOB DESCRIPTION

Position Title: QA/IP Manager

Department: Nursing

Job Code: PIM

FSLA: Non-Exempt, Hourly

Job Summary

Utilizes a team approach to provide leadership, organize and manage the quality assurance program for Cuba Memorial Hospital Inc. Assists in setting standards in accordance with New York State and Federal regulation in conjunction with established quality indicators in accordance with the philosophy, policies and procedures of CMH. Conducts and assists with training sessions pertaining to job duties. Acts as a consultant and resource to staff. Assists in and maintains a system which enhances standards of operation and compliance with regulatory agencies. Works collaboratively with Twin Tier Affiliation and Kaleida, participating in QA/QI and IP committees and reports CMH data as requested. Provides administrative and clinical leadership for hospital and LTC staff. Assures delivery of comprehensive, safe, effective and appropriate nursing care for all patients and families in accordance with the established philosophy, policies, procedures and program plans of the nursing department. Submits data and reports to various agencies (ie: IPRO/NORA). Reports to the CEO/CCO any patterns that pose a risk and devises appropriate plans of correction. Assures the delivery of comprehensive, safe, effective and appropriate nursing care in accordance with established infection prevention guidelines. Provides clinical leadership and direction for hospital staff/patients/elders with regard to infection prevention and utilization review. Oversees Antibiotic Stewardship Program for LTC. Oversees IP program for hospital and LTC. Assists LNHA and CEO with QA and QAPI meetings. Performs utilization and mortality reviews. Monitors acute and swing patients for appropriate placement and documentation. Monitors transfers for appropriate justification, complete documentation and timeliness. Participates in hospital wide Emergency Preparedness. Participates in Nurse Manager on-call rotation. Promotes the organization in a positive and professional manner.

Education, Training and Experience

Graduate of an accredited school of nursing with current Registered Nurse Licensure with the New York State Department of Education. Minimum of five years nursing / management experience. Quality Assurance / Infection Prevention experience or BSN or bachelors degree in related field preferred. BLS required. ACLS and PALS preferred.

Special Equipment/Skills

Ability to work effectively in a leadership role. Must possess effective interpersonal, oral and written communication skills. Ability to formulate specific goals to establish the mission and vision of Cuba Memorial Hospital, Inc. Visual and auditory acuity with or without devices. Knowledge in the use of word processing and spreadsheet programs.

Work Environment Hazards

Exposure to body substances and blood borne pathogens. Exposure to acting out behavior of patients with dementia which could result in injury. Risk of physical injury from lifting patients and operation of equipment.

Work Contact Group

All departments, volunteers, staff, patients, residents, families and visitors

Special Physical Demands

Must be able to lift more than 25 pounds, bend, stoop, push and pull equipment, wheelchairs, stretchers. Assists with patients/elders transfer, ambulation and provide total patient care. Must be able to assist patients/elders during an evacuation. Walks and stands for most of the working day. Must be able to deal with stress related to patient care activities, patients/elders and families.

Supervisory Responsibility

None

Supervised By

CEO/CCO

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Receipt and Acknowledgment

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Hospital.

I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____