PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION

for the period _____to_____

NAME: **FLSA STATUS:** Exempt

TITLE: Director of Patient Safety and Clinical Risk Prevention

PIN: SMS.AP.70645.000

DEPARTMENT: Office of Compliance and Ethics

POSITION FUNCTION

This position is responsible for clinical risk prevention and patient safety program development and operational activities. The position helps to cultivate a culture of safety, quality healthcare and risk prevention within the organization. The position is responsible for all activities related to the Patient Safety Organization and SIU Medicine's patient safety program pursuant to the Patient Safety and Quality Improvement Act.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Chief Compliance Officer who reports to the Chief Executive Officer/Dean of SIU Medicine.

DUTIES AND RESPONSIBILITES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of the position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

I. Administration – 95%

1. Develops and maintains processes within the organization to improve patient safety, based in part on systems to detect, monitor, prevent, organize, measure, investigate, report and manage patient adverse events, incident reports and other indicators of potential patient harm.
2. Assists department leaders in identifying and managing improvement opportunities across the practice related to patient safety.
3. Oversees patient termination and reinstatement process and ensures appropriate documentation and review is maintained.
4. Manages the Patient Safety Organization membership and reporting.
5. Fosters a learning culture that is constantly improving patient safety.
6. Reviews patient events, complaints and incidents reported via the SIU Medicine reporting platform.
7. Assigns patient safety related tasks to the risk and safety team for day to day function and internal controls.
8. Leads investigations related to patient safety incidents and provides guidance and support for patient care issues.
9. Supervises and directs patient safety team who analyze, measure, and monitor risk; compile reports; and facilitate risk mitigation efforts.
10. Assists department leaders in improving work processes related to patient safety by decreasing variation and standardizing processes throughout the departments.
11. Leads and oversees department patient safety event review meetings and ensures necessary follow up is completed.
12. Designs, oversees and participates in activities designed to reduce risk exposure and improve safety of patient care (e.g. Root Cause Analysis).
13. Collaborates with the Chief Compliance Officer as needed regarding regulatory compliance issues and process improvement.
14. Collaborates with clinical operations and patient experience teams to ensure timely resolution and documentation of patient complaints and required operational improvements.
15. Collaborates with the Organization's legal team as needed to reduce risk.
16. Collaborates with the organization's quality team to identify corrective action and long-term engagement by the quality team in response to reported incidents.

II. Teaching/Training – 5%

1. Participates in the development of training programs and clinical competencies where necessary to improve patient safety and healthcare quality.
2. Develops and implements educational programs related to improving patient safety and healthcare quality.

AUTHORITY AND RESPONSIBILITY

A. Supervisory Controls – This person is expected to act independently in the day to day operations with the understanding that deadlines will be met and duties completed in an efficient and professional manner. The position is expected to effectively supervise and communicate with designated team members and assist them in their roles and expectations.
B. Guidelines – This person functions under the general direction of the Chief Compliance Officer, according to the guidelines established by SIU Medicine.

MINIMUM QUALIFICATIONS

- Bachelor's degree, preferably in Nursing or other clinical healthcare field.
- Minimum of 5 years of experience in patient safety/quality or performance improvement/risk management in an integrated healthcare delivery system.
- Knowledge of patient safety organizations, the Patient Safety Quality Improvement Act, and healthcare risk management principles
- Proficient interviewing, investigational and documentation skills.
- Ability to analyze data and trends and experience with clinical risk surveys.
- Minimum of one year of supervisory experience.
- Sensitive to the needs of underrepresented minority populations.

DESIRABLE QUALIFICATIONS

- Advanced degree in law, healthcare risk management, healthcare or business administration.
- Recognition and/or certification from reputable, evidence-based programs related to quality, risk, safety, process improvement or Lean Six Sigma.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental requirements form.

_____ _____

Incumbent Date

_____ _____

Date