

## Job Description / Position Profile

<b>Title</b>	<b>Patient Safety/Quality Data Coordinator</b>
<b>Status</b>	Part Time Contract (.50 to .75 FTE)
<b>Reports to</b>	Vice President Patient Safety
<b>Organization</b>	Minnesota Hospital Association (MHA)
<b>Office Hours</b>	Monday – Friday between 8am-5pm.
<b>Prepared Date</b>	2013
<b>Position Purpose</b>	<p>The Patient Safety/Quality Data Coordinator works with the Hospital Engagement Network Contract project director, project manager, project coordinator, project assistants, topic specific specialists, and subcontractors to provide data coordination, management, and analysis to assist in the submission of various deliverables to the Centers for Medicare &amp; Medicaid Services (CMS), including monthly, quarterly, annual, and other ad hoc reports. The data coordinator is also responsible for assisting in the compilation of data for projects to demonstrate improvement and reduction in patient harm, as required under the federal contract.</p> <p>The coordinator will assist with data aspects for education programs, member relations services, communications materials and day to day support for team.</p>
<b>Supervisory Responsibilities</b>	None
<b>Essential Duties and Responsibilities</b>	<p>Requires extensive interaction with members to assure data quality and completion of data submission. Fields member data inquiries and connects member with proper resource information or staff.</p> <p>Interacts with staff in patient safety, data, education, and communication departments to provide and obtain both routine and non-routine information as needed.</p> <p>Interacts with staff, speakers, subcontractors, consultants, and internal and external data/coding experts to assist with project data coordination, analysis and management for project and reports.</p> <p>Essential functions include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Works collaboratively with members of the clinical project team in creating needed survey tools and in turning the survey data into meaningful and actionable information for use by the survey team and hospitals participating in the project.</li><li>• Conducts data analysis as outlined by the clinical project team for each Hospital Acquired Condition (HAC) process and outcome measure.</li><li>• Creates data reports for each Hospital Acquired Conditions (HAC) process and outcome measures.</li><li>• Helps prepare data aspects of presentations for project team and works with</li></ul>

communications department to ensure Section 508 compliance.

- Networking with other HEN data specialists and internal and external content experts.
- Works with project team in contributing to the timely completion of reports and other ad hoc requests from CMS as the federal contractor.
- Works with Partnership for Patients partners, including other state/networks, to identify tools and other resources that can be used to support the data aspects of the project.
- Performs other duties as assigned.

**Requirements**

*The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience**

- Bachelor's degree required. Recent college graduates with solid data skills, research, computer, analytic, and writing skills will be considered for this position.
- Knowledge and experience in health care required.

**Knowledge, Skills and Abilities**

- Demonstrated competence with data analysis software applications.
- Demonstrated competence in the following areas is important: research methods, statistics, survey design, graphic presentations, spreadsheets, and database management.
- Demonstrated ability to analyze and interpret data, particularly quality metrics and health care survey data.
- Working knowledge of hospital quality metrics and hospital coding.
- Extremely adaptable to changing requirements and requests.
- Ability to set priorities and handle multiple, competing, tasks and projects.
- The individual must be flexible, highly motivated to learn new information, and has experience working with health care professionals and hospitals.
- This position requires strong analytical, communication, and writing skills and an ability to function both independently and as a member of a team.
- The individual must possess skill with the Microsoft software applications: Word, Excel & PowerPoint. Skills with SPPS/SAAS and Visio preferred.
- Must have strong customer service skills for both internal and external customers.
- Good problem-solving skills and the ability to make independent decisions.

**Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

Normal office environment with pressure of deadlines.  
The noise level in the environment is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The employee is occasionally required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Please see the attached physical and mental capacity analysis for further details on physical, mental and productivity capacity requirements.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.*

**Additional Information**

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**Review/Acknowledgement:**

Employee: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**Approval:**

I have reviewed the contents of this position information for accuracy and thoroughness. I have reviewed the contents of this job description with the above employee.

Immediate Supervisor: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Division Manager: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**COMMUNICATION SKILLS**

	Purpose of Contact					
	No Contact	Provide/Obtain Routine Information	Provide/Obtain Nonroutine Information	Exchange Complex/Technical Information	Advise/Assist Others on Difficult Problems	Persuade/Negotiate
<b><u>INTERNAL CONTACTS</u></b>						
Subordinates in work unit	( X )	( )	( )	( )	( )	( )
Subordinates in other depts.	( X )	( )	( )	( )	( )	( )
Peers in work unit	( )	( X )	( X )	( X )	( X )	( )
Peers in other depts.	( )	( X )	( X )	( X )	( X )	( )
Senior Management in work unit	( )	( X )	( X )	( )	( )	( )
Senior Management in other depts.	( )	( X )	( X )	( )	( )	( )
Executive/Top management in work unit	( X )	( )	( )	( )	( )	( )
Executive/Top management in other depts.	( X )	( )	( )	( )	( )	( )
<b><u>EXTERNAL DEPARTMENTS</u></b>						
Media	( )	( X )	( X )	( )	( )	( )
Customers	( )	( X )	( X )	( X )	( X )	( X )
General Public	( )	( X )	( X )	( )	( )	( )
Governmental Agencies	( )	( X )	( X )	( X )	( X )	( X )
Vendors/ Suppliers	( )	( X )	( X )	( )	( )	( )
Other (specify)	( )	( )	( )	( )	( )	( )
Other (specify)	( )	( )	( )	( )	( )	( )