

# QUALITY IMPROVEMENT COORDINATOR

## DEFINITION

Under general supervision of the Administrator, implements and coordinates an on-going Quality Improvement (QI) program for Badger Prairie Health Care Center; assists division managers in the identification and follow through of QI projects; prepares documentation and reports regarding QI status; implements QI recommendations as required; performs other related duties as required.

## EXAMPLES OF DUTIES

Assess the facility's needs for development and maintenance of an on-going Quality Improvement program; develops appropriate systems to assure that on-going QI activities occur; plans QI activities; conducts and oversees QI activities in other operating divisions; serves as resource and technical support person to divisions; develops and maintains all appropriate records and documentation; evaluates and assures on-going progress in QI activities.

## EMPLOYMENT STANDARDS

Knowledges and Abilities: Ability to collect, correlate and analyze data as appropriate to determine trends and develop interventions where needed; provides information to the Administrator as to status of on-going QI needs and programs; makes recommendations to Administrator regarding QI activities; serves as chairperson of the facility Quality Improvement Committee; assures that facility maintains compliance with State and Federal regulations, including Sec. 483.75(o) of Federal Regulations. Provide leadership in implementing continuous quality improvement through the use of inquiry process, education, and promotion of quality improvement activities.

Education and Experience: Any combination of training and education equivalent to bachelor's degree in Nursing or related major field, with preference given to a background in clinical nursing; three or more years of professional experience in QI or related field.