

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: Quality Assurance Risk Management Specialist

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISOR: Director of Facilities & Compliance

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE: Based on Experience & Qualifications

UPON HIRE:

- PTO Upon Hire
- Dental
- Vision
- Health Insurance

DESCRIPTION:

The purpose of the Lac Vieux Desert Health Center (LVDHC) Continuous Quality Improvement and Assurance Program is to have an organized system in place with a continual goal to strive for excellence. This position develops and maintains an active, integrated, organized, ongoing, data-driven, and peer -based quality improvement program that ensures quality care is provided, evaluated, and sustained improvements are made.

RESPONSIBILITIES:

Quality Assurance/Quality Improvement:

- Assure initiatives align with multiple quality guidelines, such as National Quality Strategy, Clinical Practice Guidelines, HEDIS measures, Government Performance and Results Act (GPRA), Standards of Care, Standards of Practice, and other evidence-based recommendations
- Leads the Continuous Quality Improvement, Quality Assurance Committee

- Responsible for collecting, tracking, and trending data and benchmarking to appropriate quality guidelines, while maintaining the confidentiality of patient records
- Develops and maintains a written quality improvement program with ongoing data collection processes to measure quality and identify related problems or concerns
- Ensure quality improvement plans are in line with the organization's missions and goals
- Remains current and knowledgeable of all quality mandates from regulatory and accreditation bodies
- Compares internal performance measures to external benchmarking and results are incorporated into quality improvement activities
- Coordinate with departmental managers in creating meaningful quality assurance processes, monitoring success of corrective action plans, and appropriately closing plans
- Ensure compliance with federal, state and local healthcare quality and safety standards and regulatory requirements
- Ensures data analysis is documented to demonstrate that continuous quality improvement is occurring
- Assists directors and departmental leaders in defining performance indicators and developing measurement tools to evaluate quality improvements
- Facilitate communication and collaboration among departments to promote a culture of continuous improvement

Provider Credentialing:

- Responsible for Provider Initial and re-credentialing by auditing applications for accuracy and completeness and using Prime source verification for license, education, DEA and board certifications
- Compiles and maintains current and accurate data for all providers.
- Responsible for maintaining peer review schedules and compiling necessary documents to present to the Medical or Dental Director for completion

AAAH Accreditation:

- Responsible for the coordination of AAAHC accreditation. Coordinates the planning and implementation of the AAAHC survey by actively preparing and participating in on-site surveys, coordinating agendas, and assigning tasks, tracking activities
- Leads accreditation/regulatory efforts in the planning and development of a systematic, organization-wide approach to continuous regulatory readiness
- Provides consultation and acts as a resource to leadership, managers, and staff on accreditation and survey readiness
- Provides recommendation for training and development opportunities to support regulatory and accreditation readiness
- Develops and revises policies and procedures to comply with current guidelines and regulatory standards

Risk Management:

- Develops, implements and annually reviews the Risk Management Plan

- Manages complaints and grievances in relation to quality assurance
- Manages the process of review and resolution of all incidents and potential or actual adverse events
- Ensures departmental leadership, maintains and documents full compliance with safety regulations, disaster plans, emergency codes, infection control policies, fire safety regulations, management of hazardous materials, and employee health and infection control programs
- Interprets new, revised, or upcoming regulations and standards and assists in planning response
- Responsible for evaluating patient satisfaction surveys and sharing the information with Tribal council, Administration, Providers and Staff

Infection Prevention and Occupational Health:

- Serves as the designated Infection Preventionist (IP) and Occupational Health Nurse
- The IP is certified and trained in Infection Prevention Control
- Responsible for policies and procedures within the organization related to infection control in the Medical and Dental departments and employee health
- The IP provides consultation, education and training to staff and Physicians regarding the Infection Control program
- The IP oversees active monitoring and surveillance of Infection Control within the facility
- Ensures proper sterilization techniques and hygiene practices
- The IP immediately implements corrective or preventative measures when problems are identified
- Manages the LVDHC employee vaccination records and is responsible for pre-employment testing and vaccination processes, N95 fit testing, management of blood exposures and employee illness
- Coordinates preparation of departmental reports, studies, and audits
- Must maintain confidentiality of all patient or client information
- All other duties as assigned

QUALIFICATIONS:

- Licensed or certified health care professional preferred (RN, LPN, CPQH etc.)
- Certification in Infection Prevention or willingness to become certified
- Experience in accreditation or regulatory survey process in a health care setting is a must
- A minimum of three years' experience in health information, quality, or risk management desired
- Knowledge of relevant regulatory requirements
- Experience with implementation of corrective action plans

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Posting Expiration Date: May 5th, 2025

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: 5/16/2019

Updated: 4/08/2025

**LVD Health Center
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SIGNED: _____

DATE: _____