

Quality & Compliance Analyst**GENERAL SUMMARY**

Under the general direction of the Health Officer, the Quality Compliance Analyst is responsible for quality improvement, licensure, and compliance of clinical and accreditation standards. Assists the Health Officer in the development and implementation of internal public health training programs to promote a well-prepared workforce; provides clinical policy consultation on health and licensure issues, ensures all regulatory compliance and quality requirements are met, and analyzes hazards to optimize safety and health in the clinics; develops and implements quality policies, procedures, and processes to ensure clinics and services comply with regulatory standards and specifications.

Serves as an advocate to promote public health policies which benefit the County; works with the health officer, deputy health officer and medical director to ensure consistency, compliance with training requirements, and excellence in meeting public health regulations for a variety of public health programs and services. This position may provide and interface with identified public health staff as needed to assist in emergent needs and requirements of the health department.

Must be willing to work irregular hours including evenings, holidays and weekends as needed.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Under the guidance of the Health Officer and Medical Director, plans, and evaluates the clinical oversight of public health programs, particularly regarding licensing and accreditation.
- Develops, and implements protocols and standardized procedures for internal quality assessment, control, and improvement.
- Monitors program compliance with applicable program policies and procedures. Develops recommendations for improvement in areas found to be in non-compliance.
- Participates in analysis of regulatory changes regarding clinical and public health programs, including evaluation, development, and implementation of public health policies, programs, and procedures.
- Prepares reports, maintains records, searches for and compiles data.
- Prepares staff and program for mandated evaluations and accreditation reviews.
- Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.
- Ensures compliance of department with all job safety requirements, including OSHA standards and quality control requirements.
- Provides CLIA guidance for laboratory, preparedness, and other public health programs as assigned.
- Reviews and compiles requests for records (FOIA and legal) for clinical programs. Makes recommendations for resolution of requests.
- Identifies and compiles appropriate clinical public health training as part of comprehensive workforce development plan; Participates in continuing education

programs and self-directed education to keep skills and knowledge current.

- As assigned by the Health Officer, serves as a liaison in public health matters to the State, other local health jurisdictions, community agencies or organizations.
- Addresses community groups, professional associations and participates in health education and regional quality improvement programs.
- Assists department in obtaining grant funding to support or enhance public health programming.
- Develop and support relationships with local Nursing or Public Health programs and students to enhance collaboration and provide opportunities to support local students in entering the public health workforce.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

Master's degree in nursing -AND- Four (5) years of public health experience

OR

Master's degree in related field health services or related field (MPH, MSN, MS.) -
AND- bachelor's degree in nursing

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Knowledge of best practices concerning the development and maintenance of clinical programs, prevention and control of communicable diseases, and other common public health programs; Knowledge of functions and services of local public health agencies.
- Knowledge of quality improvement/assurance programing to use an identified set of standards or metrics to review the performance of local public health departments.
- Knowledge of laws and regulations governing local public health agencies.
- Understanding of inter-relationships of services among local public and other agencies.
- Demonstrates appropriate communication skills in addressing co-workers, and community partners.
- Knowledge of principles and techniques of supervision and training, such as training program development and continued education.

Grand Traverse County, MI

Job Description

- Ability to plan, organize, and evaluate a broad range of public health programs; Ability to exercise initiative, ingenuity, and sound judgement in solving difficult technical, administrative, and public health problems.
- Ability to develop and direct the implementation of improvements to enhance the effectiveness and efficiency of public health services and programs.
- Ability to establish and maintain effective working relationships with representatives of community services, groups, and professional organizations, local and state representatives, and the public.
- Ability to participate in analyzing, evaluating, planning, and implementing public health programs.
- Ability to understand and relate to others the aims, concepts, and principles of public health.
- Ability to coordinate public health programs and service activities with other divisions and departments, community-based organizations, state, and local public health departments.
- Ability to develop and address significant public health and operational issues; Ability to effectively work with staff as assigned.
- Ability to prepare clear and concise written and oral reports; Ability to speak effectively with teams.