



POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

<u>Position Title</u>	<u>Labor Grade</u>	<u>Salary Range</u>	<u>Department/ Division</u>	<u>Posting Date</u>	<u>Work Shift</u>
Quality Assurance Coordinator	28	\$58,178-\$80,538	Nursing Home	10/16/2020	Exempt

SPECIAL INSTRUCTIONS:

Closing Date for submitting Application: An application is required and may be picked up during normal business hours or one may be downloaded from our website. Resumes are encouraged but will not serve as a replacement for the required application. You can fill out the on-line application and save it to your hard drive. You must print it out, sign it and submit the application to: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled with initial interviews scheduled shortly after 10/23/2020.

GENERAL SUMMARY:

Under the general supervision of the Director of Nursing Services, plans, organizes, develops, and directs the overall operation of the Quality Assurance program in accordance with current federal, state, and local standards, guidelines and regulations, established policies and procedures, and as may be directed by the Administrator, to assure that the physical, emotional and social needs of the resident are met/maintained on an individual basis. Reviews and develops systems, policies, and procedures to insure conformity with Belknap County Nursing Home mission statement. Assists Director of Nursing Services and Infection Preventionist with any unusual occurrence of wide-spread disease or infection in compliance and in accordance with current federal, state, and local standards, guidelines and regulations, and established policies and procedures. An individual in this position must work in a highly independent manner using professional knowledge, judgment, tact, and discretion.

ESSENTIAL JOB FUNCTIONS:

- ◆ Must be able to perform the duties and responsibilities of an RN as written and may be required to provide clinical support in the nursing department.
- ◆ Evaluates resident care delivery for conformance to professional and regulatory standards and recommends corrective action, as necessary.
- ◆ Follows Resident's Rights and all facility policies and procedures at all times.
- ◆ Works closely with the Director of Nursing Services to ensure the smooth implementation of necessary materials for on-site inspections and/or survey process by regulatory agencies responsible for licensure or resident care. Assists in the inspection performed by regulatory agencies, as assigned. Assists in developing Plans of Correction after annual survey, per Bureau of Health Facilities Administration report.
- ◆ Develops and maintains a good working rapport with inter-departmental personnel to ensure the continuity of the residents' total regime of care. Creates and maintains an atmosphere of warmth, personal interest, and positive emphasis.

- ◆ Acts as a clinical resource to staff. Participates in quality improvement education program. Communicates facility and department quality improvement goals, structures, and process to staff.
- ◆ Incorporates quality assurance performance improvement principles into departmental policy, procedures and care delivery.
- ◆ Objectively and systematically monitors and evaluates the quality of resident care within the resources of Belknap County Nursing Home.
- ◆ Identifies both current and potential problems and develops a plan of appropriate remedial and preventive action that addresses them.
- ◆ Schedules and coordinates Quality Assurance Performance Improvement (QAPI) Committee meetings monthly and when indicated, facilitate the development of process improvement projects to research quality concerns and empower staff in decision making and problem solving.
- ◆ Incorporates annual review of the QAPI plan.
- ◆ Assures the internal investigation process is adhered to, as outlined in the BCNH “Abuse Reporting and Investigation” policy.
- ◆ Manages clinical aspect of Emergency Preparedness program.
- ◆ Develops and maintains working relationships with contracted lab companies for any required testing and reporting regarding widespread disease and infection.
- ◆ Maintains inhouse antigen testing to include, calibration, competencies for staff, performance of testing, etc. Provides testing results per CMS regulation to staff and residents.
- ◆ Assures tracking of any required testing for all outside vendors, contracted services, and communicates with them as needed.
- ◆ Track and maintains surveillance with employees regarding absences related to the occurrence to include, quarantine, isolation, follow up as required, etc.
- ◆ Monitors infection control standards to include unit rounding, isolation unit preparedness, monitoring of screening process for entry into building, visitation, dining, and activities.
- ◆ Participate in updates, education, and regulatory updates related to Emergency Preparedness and rules of participation.

OTHER DUTIES AND RESPONSIBILITIES:

- ◆ Chairperson of the QAPI Committee.
- ◆ Performs supervisory duties when required.
- ◆ Performs other related duties as required.
- ◆ Participates in on call rotation with nurse management team.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Duties require completion of an associate degree or equivalent in Nursing, plus additional specialized work in long term care regulations; or equivalent combination of education and experience, and a current license as a Registered Nurse issued by the New Hampshire Board of Nursing Registration.
- ◆ Three years' experience as a licensed nurse with at least one-year in a geriatric institution required. Infection Control certification preferred.
- ◆ Must have an extensive knowledge of regulations, accreditation standards, and professional standards of practice for long term care.
- ◆ Must be able to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- ◆ Possess leadership and supervisory ability and be willing to work harmoniously with other personnel.
- ◆ Ability to be detail oriented and handle multiple tasks. Possess excellent communication and training skills.
- ◆ Ability to analyze emergency situations and adopt effective courses of action according to department procedures.
- ◆ Have a working knowledge of computers and ability to work in word processing, spreadsheet, and database software.

SUPERVISORY RESPONSIBILITY:

- ◆ Carries out supervisory responsibilities in accordance with Belknap County's policies and applicable laws. Responsibilities may include coaching, counseling, training, and evaluating performance.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- ◆ May use computer keyboards requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, pushing, lifting, reaching, and stooping may also be required.
- ◆ An individual in this position may be required to carry or lift weights up to 30 pounds and occasionally assist with transferring a resident weighing over 75 pounds.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE,
34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"