

Position Description

Title: Director of Quality Management, Compliance and HIPAA (DQMCH)

Reports To: Executive Director of Health and Human Services

Supervises: Quality Manager and HIPAA Privacy and Security Officer

Location: Karuk Tribal Health Clinics in Happy Camp, Orleans, and Yreka

Salary: \$45,000 - \$60,000

Summary: The Director of Quality Management, Compliance and HIPAA shall serve as the administrator over JCAHO Ambulatory Accreditation, Corporate Compliance, and HIPAA laws and regulation. This position shall provide specialized support to all aspects of the Karuk Tribal Health Program and to the Karuk Health Council, in order to instill quality and compliance into the level of services rendered. The DQMCH shall conduct or coordinate staff training, convene committees, develop and implement policies and procedures, and shall report to the Health Council monthly. The main motivation of this position is to maintain compliance with JCAHO standards, Compliance and HIPAA laws and regulations, to increase quality of services, and reduce the organizations vulnerability to fraud and abuse.

Responsibilities:

1. Proficiently administers the following programs:
 - a. Quality Management and JCAHO Accreditation
 - b. Corporate Compliance
 - c. HIPAA
2. Demonstrates skill in the development, implementation, revision and enforcement of KTHP policies and procedures.
3. Appropriately provides advocacy services with JCAHO, Indian Health Services, the California Rural Indian Health Board, the California Sate Indian Health Programs, and other agencies, as required or deemed necessary, or to obtain technical assistance or guidance.
4. Shall adequately convene and facilitate or serve on committees, taskforce, or health program meetings.
5. Shall cooperatively assist in preparation of departmental budgets, and efficiently monitor expenditures.
6. Skillfully provides onsite supervision, orientation, and training in TQM, JCAHO standards, Compliance and HIPAA, and other relevant topics.
7. Appropriately provides specialized support to all aspects of the Karuk Tribal Health Program and to the Karuk Health Council.
8. Proficiently maintains and verifies licensure status of all licensed personnel, sufficiently collects and maintains all credentialing and privileging material from primary sources, and sufficiently protects the confidentiality, security, and physical safety of the credential and education files.

9. Capably serves as a risk manager and reviews all incident reports. Identifies trends and patterns and investigates root causes when indicated.
10. Shall cooperatively attend relevant seminars and appropriately disseminate information to clinical staff.
11. Shall adequately obtain and maintain department reference materials for clinic leaders.
12. As Compliance officer, shall effectively establish methods (internal audits) to improve the organizations efficiency and quality of services.
13. Shall appropriately review the compliance program in light of changes in the needs of the organization, or changes in the law and in the policies and procedures of government and private health plans.
14. Shall consistently ensure that the HHS-OIG List of Excluded individuals and Entities, and/or the General Services Administration's List of Parties Debarred from Federal programs have checked with respect to all employees, medical staff, and independent contractors.
15. Shall confidentially ensure that employees and physicians know and comply with pertinent Federal and State statues, regulations, and standards.
16. Respectably cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
17. Oversees all aspects of the HIPAA activities, privacy and security.
18. Shall appropriately investigate any report of allegation concerning possible unethical or improper business practices, and shall monitor subsequent corrective action and/or compliance
19. Shall consistently report to the EDHHS as required and to the Karuk Health Council on a monthly basis.
20. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have graduated from an accredited School of Nursing and possess a current State of California License from the California Board of registered Nursing. RN/LVN's with previous experience working in an ambulatory care clinic/acute care setting preferred.
2. Must have current CPR certification including adult, child and infant CPR.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to the Confidentiality policy.
5. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccine and hepatitis B vaccine and test annually for TB. Must have an annual health examination.
6. Must successfully pass pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: March 10, 2005 (Revised)

Chairman's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

**** Employee must sign position description annually, during their Evaluation.**