



Director of Quality Job Summary

Job Title: Director of Quality

Reports To: VP of Anesthesia Services and Quality

SUMMARY

The Director of Quality will be responsible for tracking, analyzing, and reporting anesthesia clinical data across all of LifeLinc Anesthesia's practice locations. The Director of Quality will also be integral in the implementation and monitoring of the pre-anesthetic evaluation protocol at LifeLinc's partnering facilities. The candidate will assist the VP of Anesthesia Services and Quality in driving real improvements in patient care at the local level in addition to satisfying regulatory reporting requirements.

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

- Bachelor of Science in Nursing degree, or higher
- At least 3 years of perioperative nursing experience, with active participation in clinical quality improvement of patient safety work required
- Knowledge of QCDR
- Ability to travel to out of state clinical sites, 30% travel
- Professional level of verbal and written communication skills with demonstrated ability to interact with clinical leaders

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

- Track, analyze and report all anesthesia clinical data
- Provide support for Pre-Anesthetic Evaluations (PAE) by:
 - Becoming familiar with PAE processes and components
 - Assisting in developing PAE criteria and protocol
 - Assisting in maintaining PAE materials
 - Becoming part of the PAE Implementation Team for new LifeLinc Anesthesia facilities
 - Traveling to LifeLinc Anesthesia facilities as needed for PAE implementation

- Providing oversight to facility PAE teams to ensure proper training and maintenance of PAE program
 - Becoming main point of contact for LifeLinc Anesthesia facilities regarding PAE
- Provide support for Annual Chart Audits by:
 - Customizing chart audits for efficacy
 - Distributing instructions and audits annually to the chief or lead of each LifeLinc Anesthesia facility
 - Tracking and compiling audits and ensuring that they are returned before the deadline
 - Analyzing and flagging audits that do not meet benchmarks for action plan and follow-up at PPC
 - Providing action plan and follow-up for providers showing deficiency
- Provide support for SurveyVitals by:
 - Creating a SurveyVitals awareness and training program for anesthesia providers
 - Monitoring alerts
 - Receiving, managing and disseminating “Contact Me” requests
 - Analyzing data and reporting to the appropriate personnel
- Provide support for Annual Clinical Provider Evaluations by:
 - Create and modify annual provider performance evaluations for approval by appropriate LifeLinc clinical leaders
 - Distributing annual evaluations to the chiefs or lead of each LifeLinc Anesthesia facility
 - Tracking and compiling evaluations and ensuring that they are returned before the deadline
 - Participating in the Professional Practice Committee and in-house peer review process
 - Analyzing and flagging evaluations that do not meet benchmarks for action plan and follow-up at Professional Practice Committee
 - Providing action plan and follow-up for providers showing deficiency
- Provide support for Quality Clinical Data Registry (QCDR) by:
 - Collaborating with the Director of Compliance and Privacy to outline annual CMS measures
 - Collaborating with VPs and Regional Directors to choose and define annual QCDR measures for both hospitals and ASCs
 - Creating QCDR forms and disseminating them to LifeLinc Anesthesia facilities annually
- Distributing and analyzing Satisfaction Surveys for surgeons and partnering facilities
- Creating Annual Facility Report Cards for each LifeLinc Anesthesia facility