

Provincial Job Description

TITLE: (061) Quality Care Coordinator	PAY BAND:
FOR FACILITY USE:	

SUMMARY OF DUTIES:

Ensures the health region provides quality care and services.

QUALIFICATIONS:

♦ Bachelor degree in the Science of Nursing

KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Intermediate computer skills
- ♦ Communication and interpersonal skills
- ♦ Organizational and leadership skills
- **♦** Ability to work independently
- **♦ Valid drivers license**

EXPERIENCE:

♦ <u>Previous:</u> Thirty-six (36) months previous related experience in the areas of accreditation, continuous quality improvement, utilization management and/or long term care assessment.

KEY ACTIVITIES:

A. Continuous Quality Improvement Activities

- ♦ Assists Continuous Quality Improvement teams to develop tools to monitor processes, structure and outcomes, performance indicators, service satisfaction surveys and program evaluation.
- ♦ Leads the process of collecting/analyzing/evaluating data and utilizes feedback to facilitate system improvements.
- **♦** Coordinates region-wide accreditation.
- ♦ Coordinates the function of risk management with Continuous Quality Improvement.
- ♦ Coordinates the reorganization and on-going review of region-wide polices and procedures.

B. Utilization Management

- ♦ Creates tools and systems to support the delivery of cost-effective quality care through the appropriate use of resources.
- **♦** Compiles and monitors statistical data.
- ♦ Assists in the evaluation, planning and adjustment of resources.
- ♦ Maintains an inventory of regional services.

C. Long Term Care Assessment / Placement Coordination

- Receives referrals and acts as a resource for clients requesting long term placement.
- ♦ Acts as a liaison to coordinate appropriate services, including placement.
- ♦ Coordinates the functions of the region Assessment and Referral Committees, ensuring consistency in policies and procedures of the placement process.
- ♦ Organizes and chairs semi-monthly meetings.

D. Case Management

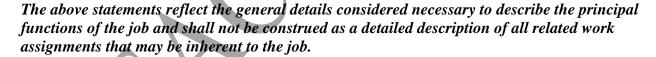
- ♦ Coordinates case management activities by promoting quality care and cost-effective outcomes while addressing the well-being of clients.
- Provides a continuum of care by promoting multi-disciplinary collaboration.
- ♦ Acts as client advocate, intervening on behalf of patients to make the system responsive to their needs.
- **♦** Receives case management referrals.

E. Admission / Discharge Planning

- ♦ Acts as a liaison between client, physician, families and health care workers.
- ♦ Assists in arranging placement/respite/discharge.
- ♦ Attends regular care planning meetings.

F. Related Key Work Activities

- ♦ Assists the Needs Assessment Committee in assessments, planning and evaluation functions.
- **♦** Provides orientation to staff.



Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures: CUPE:	SEIU:
SGEU:	SAHO:

Date: 2005