

Systems of Care

AN ACC CLINICAL TOOLKIT

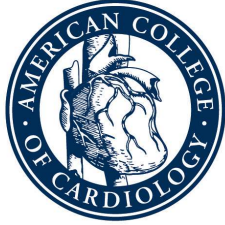
JOB DESCRIPTION: REGIONAL TIME SENSITIVE CARE COALITION MANAGER / COORDINATOR

Job Overview

Works with local healthcare provider organizations, units of local government, payers and patient advocates / representatives to convene and provide on-going facilitation of a local coalition to coordinate and continuously improve care for high-risk time sensitive conditions. Conditions addressed by the coalition may include but are not limited to acute coronary syndromes, trauma, stroke, out-of-hospital cardiac arrest, and sepsis. This position would typically assigned as a responsibility of a local public health officer or as a separate position that, ideally, is independent of any of the participating provider organizations (e.g., EMS regulatory agency, professional society, healthcare association).

Responsibilities and Duties:

- Initially convene stakeholders to seek agreement to collaborate as members of a regional time sensitive care coalition (RTSCC)
- Organize Coalition meetings
- Organize meeting of various sub-committees and ad hoc project team meetings
- Plan agendas in consultation with condition-specific sub-committee team leaders and ad hoc improvement project team leaders
- Provide staff support to the condition-specific sub-committees and ad hoc project teams, to include when needed, independent / impartial data aggregation and report generation for performance measurement across multiple provider organizations
- Provide quality improvement coaching / technical support consultation to the Coalition, sub-committees, and ad-hoc project teams
- Generate and distribute meeting minutes



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Qualifications:

- Education
 - Master's degree in public health, nursing, EMS or similar; >5 years of experience with high level of responsibility and experience in quality improvement / clinical care coordination may be considered in substitution for the education requirement
- Experience
 - Participation on quality improvement project teams
 - Lead / facilitate teams
- Specific skills
 - Email
 - MS Word
 - MS Excel, particularly in data entry / data cleaning / basic analysis
 - Statistics and tools commonly used in quality improvement (e.g., Pareto analysis, cause/effect diagrams, run charts / SPC charts)
 - Run chart SPC chart interpretation
 - Medical literature searches (e.g., PubMed, Google Scholar,)
 - Conflict resolution
- Personal characteristics
 - Comfortable leading groups, including those with members in higher ranking positions
 - Social / political savvy
 - Comfortable with public speaking
- Certifications
 - Six Sigma /Lean Green belt or similar; Yellow belt or similar is acceptable when combined with other substantial experience
- Physical abilities
 - Local travel
 - Public speaking