



Job Title:	Compliance Leader	Job Category:	Compliance
Location:	Glens Falls	Travel Required:	Occasional
Level/Salary Range:	Based on Experience	Position Type:	Full Time
HR Contact:	Bronwen Compo	Date Posted:	4/15/2021
Applications Accepted By:			
FAX OR EMAIL: bhcompo@highpeakshospice.org Subject Line: Compliance leader applicant		MAIL: Bronwen Compo High Peaks Hospice 454 Glen Street Glens Falls, NY 12801	
Job Description			
<p><u>ROLE AND RESPONSIBILITIES</u></p> <p>The Compliance Leader is responsible for keeping abreast of compliance and quality issues with regard to all aspects of running High Peaks Hospice. This position oversees quality and safety initiatives and improvement measures. Also provides education to our staff to improve outcomes for our patients and their loved ones.</p> <ul style="list-style-type: none"> • Leads and directs the entire organizations regulatory and compliance programs • Serves as the privacy and security official • Develops, revises and monitors policies and procedures to ensure compliance with all regulatory bodies. • Leads the organization in compliance with CHAPS, Medicare and Medicaid regulatory standards in the survey preparation process as well as State and Federal regulatory standards. • Performs on site visits to audit adherence to Conditions of Participation. • Serves as a member of the Leadership Team. • Collaborates with the executive team, clinical directors and managers, nurses, and physicians to develop and implement standardized policies and procedures for regulatory compliance, evidence-based care, and standards of practice • Facilitates education and training for leadership and staff regarding regulatory issues, new statutes, and guidelines related to quality and performance improvement • Directs Quality Assurance Program, OSHA and Infection Control Program • Monitors all areas of compliance, including the following: <ul style="list-style-type: none"> o NYS Hospice Regulations and CMS Conditions of Participation o NYS Department of Education Regulations o HIPAA, HITECH, Privacy Laws and Regulations o Other Departments and Agencies relevant to hospice care • Oversees Document Retention and Destruction Program 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in auditing, business administration, healthcare administration, or equivalent work experience required

- Well-organized and detail oriented
- Highly effective communication skills and good organizational skills a must
- Demonstrable advanced computer skills, including MS Office
- Good interpersonal skills, including the ability to assess and respond to a diverse group of audiences
- Must have a current New York State driver's license
- Must be capable of performing the essential functions of this job, with or without reasonable accommodations

PHYSICAL DEMANDS

Intermittent physical activity including walking, standing, sitting, lifting and supporting patients. Incumbent may be exposed to virus, disease and infection from patients and specimens in the work environment.

ADDITIONAL NOTES

The incumbent should be a competent professional able to grasp wide variety of compliance areas and generate creative ideas. You must be a meticulously detail oriented person with a high degree of objectivity as well as professional skepticism.