



Job Title:	Quality Specialist	Job Category:	Quality
Location:	Glens Falls	Travel Required:	Occasional
Level/Salary Range:	Based on Experience	Position Type:	Full Time
HR Contact:	Bronwen Compo	Date Posted:	5/13/2021

Resumes accepted by:

EMAIL:

bhcompo@highpeakshospice.org
Subject Line: Quality Specialist

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Bronwen Compo
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Glens Falls, NY 12801

Job Description

ROLE AND RESPONSIBILITIES

- Directs Quality Assurance Program, OSHA and Infection Control Program
- Works collaboratively with all team members to assure the delivery of quality care
- Assures compliance with all federal, state and local laws and regulations pertaining to
- quality assessment and performance improvement
- Plans, designs, implements, and maintains a comprehensive data-driven quality
- assessment and performance improvement program that is organization-wide and
- consistent with regulatory standards and agency goals
- Designs and implements tracking and reporting tools to enable quarterly reporting
- Leads the QAPI Committee to determine measures and appropriate indicators for
- assessing the organization's performance to assure high quality of services that are
- consistent with mission and industry standards
- Facilitates education and training for leadership and staff regarding regulatory issues, new
- statutes, and guidelines related to quality and performance improvement

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in business administration, healthcare administration, or equivalent
- work experience required
- Certification in Healthcare Quality (CPHQ) preferred
- Well-organized and detail oriented
- Highly effective communication skills and good organizational skills a must
- Demonstrable advanced computer skills, including MS Office