



## Coordinator, Clinical Initiatives and Quality Improvement

<b>Reports to:</b> Sr. Director, Clinical Initiatives & Quality Improvement		
<b>Level/Grade</b> Professional	<b>Type of Position</b> Full Time	<b>Hours/Week</b> 40 hrs/week; non-exempt
<b>GENERAL DESCRIPTION</b>		
The Clinical Initiatives & Quality Improvement Coordinator reports to the Senior Director, Clinical Initiatives & Quality Improvement and is responsible for day-to-day support of initiatives related to member-identified clinical priorities, regional trauma services, emergency preparedness and practice transformation.		
<b>JOB RESPONSIBILITIES</b>		
<p>Administrative Support</p> <ul style="list-style-type: none"> <li>• Maintain Contact database for accuracy and completeness for pertinent projects</li> <li>• Meeting Coordination: Secure and set up meeting space, manage attendee invitations, and meeting minutes/follow-up</li> <li>• Event planning support: Venue management and logistics, registration and nametags, prepare event materials, support speaker management</li> <li>• Maintain project website(s) content: includes uploading documents to sites, coordinating forum discussions, and sharing resources</li> <li>• Scheduling: work with various team members to secure meetings with various partners that meet contract deliverables</li> <li>• Maintain multiple team calendars ensuring cross-departmental organization</li> <li>• Prepare and submit project reports according to contract deliverables</li> <li>• Salesforce entry as applicable, maintaining accurate and up to date member and specific project information</li> <li>• Work with individuals across the organization and understanding differing needs in different positions</li> <li>• Draft documents such as agendas and emails and develop solutions independently</li> <li>• Develop and maintain project tracking tools</li> <li>• Support internal and external meetings with development of Power Point slides</li> <li>• Triage day to day requests for information, materials and scheduling</li> <li>• Assist with written communication to project participants, as well as help with phone and email communication needs</li> <li>• Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization.</li> <li>• Other duties as assigned</li> </ul>		
<b>POSITION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Must have excellent multi-tasking skills</li> <li>• Intermediate proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) products</li> <li>• Proficient with virtual meeting platforms; Zoom preferred</li> <li>• Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork required</li> <li>• Must have strong written and verbal communication skills</li> <li>• Must have strong attention to detail and organizational skills</li> <li>• Flexibility to pivot priorities quickly</li> <li>• Accurate time tracking and documentation</li> <li>• Must be able to perform these essential functions with or without reasonable accommodation:             <ul style="list-style-type: none"> <li>▪ Remain in a stationary position approximately 75% of the time.</li> <li>▪ Frequently spend long hours in front of and/or operating a computer (approximately 75% of the time)</li> <li>▪ Exert up to 10 pounds of force occasionally and/ or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.</li> <li>▪ Occasionally transport oneself or arrange own transportation to outside meetings/ events within the tri-state region.</li> </ul> </li> </ul>		

**EDUCATION/CERTIFICATION REQUIREMENTS**

- Associates Degree or equivalent experience in related field
- Experience with event planning preferred
- Experience hosting and coordinating meetings; virtual and in-person
- Healthcare knowledge preferred
- Quality Improvement knowledge base or background is preferred

**OTHER INFORMATION**

Coordinator, Clinical Initiatives and Quality Improvement is expected to:

- Collaborate with other team members effectively through transparency and accountability
- Embrace continuous improvement activities of internal operations and external projects
- Demonstrate excellent customer service to both colleagues and customers
- Contribute meaningfully to the organization's mission and vision
- Participate in organizational professional and personal development activities

**APPROVED BY** T. Mattingly, Sr. Director, Clinical Initiatives

**DATE POSTED** 03/03/2020

***Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.***