



Human Resources

P.O. Box 400
Okmulgee, OK 74447

POSITION: Compliance Coordinator System Level-LH
VACANCY ANNOUNCEMENT: VA-15-190

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The Patient Safety/Risk Management Coordinator is responsible for clinical identification, risk evaluation and coordination of corrective action implementation related to risk issues. Provides intervention and education related to risk management issues to promote safe work practices and quality care and services in an environment that is beneficial to safety, health and wellbeing of all patients, visitors and MCNDH staff. Coordinates risk programs with all MCNDH health care services and MCNDH staff. Coordinates risk programs with all MCNDH health care service departments, administration and the legal risk manager. Reports real and potential risk situations to the Governing Body, medical staff, Administration, facility departments and committees, as appropriate. Responsible for establishing and monitoring methods to avoid, eliminate and/or reduce risk situations associated with the provision of patient care and services.

REQUIREMENTS: Candidates must meet the following requirements:

A Master degree in Healthcare field or related discipline is required. Bachelor of Science in Nursing or related clinical field required. Candidates must have a comprehensive knowledge of healthcare operations with a minimum of five (5) years of operational experience in accreditation/regulatory affairs, performance improvement, and/or patient safety in a healthcare environment is required. Registered Nurse with BSN required. Certified professional in Healthcare Risk Management, Patient Safety, or Quality is preferred.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Ability to read and comprehend complex standards and regulations.
2. Ability to achieve continuous survey readiness.
3. Computer skills with spreadsheets, databases, word processing, and graphics.
4. Excellent verbal and written communications skills.
5. Knowledge of and ability to communicate and demonstrate the process of patient safety and clinical risk management according to the current and proposed CMS, DNV/NIAHO/ISO, AAAHC, and other health regulatory guidelines.
6. Knowledge of basic components of risk management, including potentially compensable events, risk investigation, reporting and claims management.
7. Strong interpersonal skills.
8. Strong negotiation and facilitation skills.
9. Strong planning, organizing, and time management skills.
10. Strong presentation skills.
11. Strong statistical analysis skills.
12. Through knowledge of hospital and health system organization and operations.
13. Through knowledge of various performance improvement, patient outcome and evidence-based practice techniques, protocol development and analysis of information in a wide variety of clinical settings.

APPLICATION PROCEDURES: Apply online at [Department of Health Application](#). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should

be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date