



## **NVIH POSITION DESCRIPTION**

### **NURSE QUALITY MANAGER**

**REPORTS TO:** Medical Director

**SUPERVISES:** None

**POSITION SUMMARY:** The Nurse Quality Manager (NQM) will use the Electronic Patient Registries in RPMS to promote improvement in patient outcomes by basing clinical and organizational decision making on data obtained structured data capture. The NQM will lead organizational quality improvement efforts by applying the chronic care model and case management to improve our patients' quality of life.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Attend grant provided peer-learning workshops.
2. Administer grant funds and prepare grant required reporting.
3. Define data indicators to be tracked and reported.
4. Create RPMS queries to collect population data needed for tracking indicators.
5. Collect baseline data as initial step of PDSA cycle.
6. Prepare quarterly reports, providing feedback to the organization on the effectiveness of selected interventions on measured indicators.
7. Chair the Continuous Quality Improvement (CQI) multi-disciplinary team – create and implement CQI initiatives using PDSA cycle.
8. Train organization staff in the Chronic Care Model, Quality Improvement technology including PDSA cycles, and RPMS population management capabilities.
9. Participate in agency committee meetings as assigned.
10. Maintain open and effective working relations interdepartmentally and with related community agencies.
11. Actively develop continuing professional expertise in relation to work responsibilities.
12. Other duties as assigned.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Bachelor of Science degree or Associate of Science degree in Nursing earned from an accredited United States College/University.
2. Current California Registered Nurse license.
3. Experience in Public Health or population management.
4. Current CPR BLS certification.
5. Must have reliable transportation.
6. Knowledge of the principles and practice of nursing in an ambulatory care setting.
7. Possess leadership, communication, interpersonal, organization and evaluation abilities.
8. Willing to travel for meetings and trainings.
9. Self-motivated and able to work independently.
10. Sensitive to peoples of different life styles and the Native American culture.
11. Computer literacy and experience with electronic file systems desirable.

12. Experience in Trans-cultural nursing helpful.
13. Indian preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

**FLSA STATUS:**

**DATE OF LAST REVIEW / REVISION:** 08/2010

**ASSIGNED SITE:** Chico and Willows

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Signature

\_\_\_\_\_  
Date