



Provincial Job Description

TITLE:
(061) Quality Care Coordinator

PAY BAND:
19

FOR FACILITY USE:

SUMMARY OF DUTIES:

Ensures the health region provides quality care and services.

QUALIFICATIONS:

- ◆ **Bachelor degree in the Science of Nursing**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Organizational and leadership skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous:** **Thirty-six (36) months previous related experience in the areas of accreditation, continuous quality improvement, utilization management and/or long term care assessment.**

KEY ACTIVITIES:

A. Continuous Quality Improvement Activities

- ◆ Assists Continuous Quality Improvement teams to develop tools to monitor processes, structure and outcomes, performance indicators, service satisfaction surveys and program evaluation.
- ◆ Leads the process of collecting/analyzing/evaluating data and utilizes feedback to facilitate system improvements.
- ◆ Coordinates region-wide accreditation.
- ◆ Coordinates the function of risk management with Continuous Quality Improvement.
- ◆ Coordinates the reorganization and on-going review of region-wide policies and procedures.

B. Utilization Management

- ◆ Creates tools and systems to support the delivery of cost-effective quality care through the appropriate use of resources.
- ◆ Compiles and monitors statistical data.
- ◆ Assists in the evaluation, planning and adjustment of resources.
- ◆ Maintains an inventory of regional services.

C. Long Term Care Assessment / Placement Coordination

- ◆ Receives referrals and acts as a resource for clients requesting long term placement.
- ◆ Acts as a liaison to coordinate appropriate services, including placement.
- ◆ Coordinates the functions of the region Assessment and Referral Committees, ensuring consistency in policies and procedures of the placement process.
- ◆ Organizes and chairs semi-monthly meetings.

D. Case Management

- ◆ Coordinates case management activities by promoting quality care and cost-effective outcomes while addressing the well-being of clients.
- ◆ Provides a continuum of care by promoting multi-disciplinary collaboration.
- ◆ Acts as client advocate, intervening on behalf of patients to make the system responsive to their needs.
- ◆ Receives case management referrals.

E. Admission / Discharge Planning

- ◆ Acts as a liaison between client, physician, families and health care workers.
- ◆ Assists in arranging placement/respite/discharge.
- ◆ Attends regular care planning meetings.

F. Related Key Work Activities

- ◆ Assists the Needs Assessment Committee in assessments, planning and evaluation functions.
- ◆ Provides orientation to staff.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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