TITLE: QUAL	<u>ITY IMPRO</u> V	<u> VEMENT COORDINATOR (LA</u>	<u>(BORATORY)</u>	<u>JOB C</u>	ODE	<u>NO:</u>	
EMPLOYEE:			P/	AGE _	1	OF	9
APPROVED BY	′ :				IS	SUED:	
	Manager		-		RE\	/ISED:	
Title GRADE:			-			Code:	
			Due	back in		_	
FLSA Status:			- -	Dack III	onice.		
REPORTS TO:	Director of	Pathology; Service Line Admin	strator				
PERSONNEL S	UPERVISED	<u>:</u>					
POSITION SUM	IMARY:	This position works under Administrator at Denver Heafor establishing and main program to serve DMHC la Support Service Line. To conformance to all legal a	alth Medical Cent ntaining a centr aboratory, CHS la This position als	er. Ind alized aborat so en	cumbe quali cories sures	nt is res ty impro and the the co	ponsible ovement Medical ntinuing
MINIMUM QUA	LIFICATIONS	<u>S:</u>					
Education:		Bachelor's degree, MT(ASCP))				
Experience:		3 years or an equivalent comb	ination of education	on and	experi	ence.	
Required Licens	se:	MT (ASCP)					
POSITION RES	PONSIBILIT	ES & PERFORMANCE EXPECT	ATIONS:				
Essential Joh F	Responsibilit	ties and Competencies:	Pass/Fail		Co	omments	2
Promotes patients, vi at this specified the specifi	positive custisitors, and opecific esseted by:	tomer relations in dealing with other employees. Competency ential responsibility shall be					
	o, complies wind values of De	th and demonstrates support for the enver Health.					
Sets clear expectations for staff by developing job specific customer service expectations and behaviors for each position supervised; clearly communicates expectations to each employee and establishes the expectations as job requirements and performance evaluation components; delegates responsibility/authority whenever possible.							
Listens concerns; response t							
Conducts each emp goals.							

<u> 11</u>	<u> </u>	<u>SORATORY</u>	JOB CODE NO:
	Identifies training and staff development needs of employees and ensures appropriate training provided.		
Es	sential Job Responsibilities and Competencies:	<u>P</u> ass/ <u>F</u> ail	Comments
	Initiates formal/informal activities with employees to develop departmental cohesion and collegiality.		
	Recognizes positive behavior and contributions to the organization using praise, appreciation and rewards.		
	Actively identifies problems and opportunities for improvement; identifies appropriate solution and involves others in the implementation process.		
2.	As applicable, the incumbent within this position shall complete all duties, responsibilities and competencies in a manner that is effective and appropriate to the age group(s) of the patients/clients to whom care/service is being provided. Competency at this specific essential responsibility shall be demonstrated by:	- - - -	
	Utilizes methods, techniques and approaches to the delivery of care that are consistent with the age group of the patient and in conformance with the specific care plan developed for each patient.		
	Demonstrates knowledge and applicability of the principles of growth and development over the life span, as well as demonstrating the ability to assess data reflecting the patient's status and interpreting appropriate information relative to the age specific needs of the patient(s) to whom care/services is being delivered/provided.		
	At a minimum, the success with which employees produce the results expected utilizing the above methods, techniques and approaches with specific patient age groups, shall be assessed via observation and/or competency review and/or patient outcome assessment.		
3.	•	- - - -	
	Establishes an effective presence in the lab to promote open communication between employee and supervisor.		
	Demonstrates the following skills in accomplishing his/her job responsibilities: 1. Personal organization and time management 2. Human relations and teamwork 3. Personal adaptability 4. Personal motivation 5. Excellent listening skills		

TITLE: QUALITY IMPROVEMENT COORDINATOR (LABORATORY) JOB CODE NO: 4. Plan, organizes and administers a performance improvement program for the laboratory and the Medical Support Service Line that meets criteria for all inspecting agencies. Competency at this specific essential responsibility shall be demonstrated by: Successfully develops and implements an annual performance improvement plan for the laboratory. Submits reports quarterly and annually by deadline to hospital QRI department. Organizes and administers the Laboratory QI Committee. Submits meeting minutes in a timely manner. individual department projects as well as overall lab projects. Participates on any interdepartmental committees for performance improvement. Monitors CHS lab proficiency testing for performance level trends. Handles complaints for laboratory performance issues. Conducts at the request of laboratory management, special studies of varying duration and complexity. 5. Assures that laboratory is in compliance for all regulatory agencies. Competency for this specific essential responsibility shall be demonstrated by: Submits required documents for regulatory agencies. Researches compliance regulations to keep current on developing issues. Distributes compliance requirements to all laboratory supervisors and confers with them to determine extent of conformance. Conducts interim and mock inspections to compliance.

TITLE: QUALITY IMPROVEMENT COORDINATOR (LAI	BORATORY) JOB CODE NO:
Reviews, revises and develops procedures for the general lab manual to meet regulatory specifications.	
Supervises inspection of the laboratory by regulatory agencies.	
Works with other departments and CHS labs to ensure conformance with regulations and prepare for inspections.	
Acts as a resource person for intra- and interdepartmental compliance questions/ issues.	
Assists in developing compliance plan for the laboratory. Educates employees on OIG compliance regulations and assures conformance.	
Works with the hospital Compliance Officer to ensure conformance to OIG regulations.	
6. Performs other related duties as assigned. Assists Service Line Administrator in a variety of duties.	
EVALUATION SUMMARY COMMENTS:	
EVALUATION COMMANT COMMENTO.	

TITLE: QUALITY IMPROVEMENT COORDINATOR (LABORATORY) JOB CODE NO:

	GOALS FOR NEXT PERFORMANCE PERIOD:							
	GOAL	DUE DATE	COMMENTS					
	DE\	/ELOPMENTAL ACTION	N PLAN					
1.	Developmental Goal:							
2.	Criteria for Success:							
3.	Strategy/Resources: How am I go	oing to achieve the objective	and what resources will I need?					
4.	Target Date: When will I achieve the	ne objective?						
5.	Observable/Measurable Results:	How will I know I have ach	nieved the objective?					
			<u>-</u>					

<u>TITLI</u>	E: QUALITY IMPROVEMENT COORDINATOR (LABORATORY) JOB CODE NO:
	

TITLE: QUALITY IMPROVEMENT COORDINATOR (LABORATORY) JOB CODE NO:

Denver Health Authority Mission and Values

Denver Health Authority is a model for an integrated, efficient and high quality public health care system for the nation. Denver Health Authority's diverse mission is to provide access to quality preventative, acute and chronic health care for all citizens of Denver regardless of ability to pay; provide high quality emergency medical services to Denver and the Rocky Mountain Region; fulfill public health functions as indicated by charter and the needs of the citizens of Denver; provide for the health care education of patients and to participate in the education of the next generation of health care professionals; and to engage in research to the extent that it enhances meeting health care needs of our patients.

	nd understand the scope of services, expectations which I will be held of part of my performance
Employee Signature	Date
Evaluator Signature	Date
EMPLOYEE COMMENTS:	
My signature indicates receipt of this Perfor	mance Review; however, it does not necessarily mean agreement.
Signature of Employee	Date
Signature of Evaluator	Date
Next Review D	Date
Initial Review of Competency	

Annual Review of Competency/Performance Evaluation

TITLE: QUALITY IMPROVEMENT COORDINATOR (LABORATORY) JOB CODE NO:

PHYSICAL ACTIVITIES IN RELATION TO THE TIME ON THE JOB (Check box as appropriate)	NONE or N/A	UP TO 1/3	1/3 TO 2/3	2/3 OR MORE
Stand		Χ		
Sit			Χ	
Walk		Х		
Manual dexterity (Fine motor control)				Х
Reach with hands and arms				Х
Climb or balance		Х		
Stoop, kneel or crouch		Х		
Talk				Χ
Repetitive Movement				Χ

PHYSICAL DEMAND (Check box as appropriate)	SEDEN- TARY	LIGHT	LIGHT	MEDIUM	MEDIUM HEAVY	HEAVY	VERY HEAVY
(Check box as appropriate)	IARI		MEDIUM		ПEAV I		ПЕАУТ
	< 5 Lbs.	10 Lbs.	10-20 Lbs.	20-40 Lbs.	40-80 Lbs.	80-120 Lbs.	120 Lbs. >
Occasional* (up to 1/3)					Χ		
Frequent* (1/3 to 2/3)							
Constant* (2/3 or							
more)							

^{*}Terms which refer to "exerting force" include lifting, pushing, pulling or any other activity.

VISION REQUIRED (Check box as appropriate)	CLOSE	DISTANT	COLOR VISION	PERIPHER- AL VISION	DEPTH	ABILITY TO FOCUS
	Χ	Χ	Χ	Х	Χ	

HEARING (Check box as appropriate)	TELEPHONE	FACE-TO-FACE	CLOSE PROXIMITY	DISTANT
	X	X	X	X

MENTAL FUNCTIONING INCIDENCE (Check box(s) only as they apply)	RARELY/ NEVER	OCCASIONALLY	FREQUENTLY	ALWAYS
Follows well defined, prescribed rules, guidelines and/or directions. Exercises limited judgement.				Х
Simple decision making				X
Exercises some amount of decision making affecting the work of others.				X
Processes complex information and provides assessments, evaluative date and/or decisions.				X
Works under time deadlines and performs under pressure.				X
Must interact cooperatively with co- workers and management personnel to complete daily assignments. Works as part of a team.				Х