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| Job Title: | IN-DOH, DEP, Hospital  Readiness Systems  Coordinator | **Region :** | State of Indiana |
| Position Type: | Contract | Job Code/ Req#: | 754839 |
| Location: | Hybrid  **Worksite Address:**  2 N. Meridian St.,  Indianapolis, IN 46204 | **Agency Interview**  **Type:** | Webcam only |
| **Req. Status:** | Open | **Start Date:** | 01/27/2025 |
| **Expenses Allowed** | Yes | **End Date:** | 01/31/2026 |
| **No.of Openings** | 1 | **No New Submittals After :** | 01/09/2025 |
| **Max.Submmitals by Vendor Opening :** | 2 | **Send Resumes to :** | resumes@taurusbiz.com |
| **Level/Salary Range :** | $55/hr on C2C |  |  |
| **Requisition Description** | | | |
| **Short Description:** TBS in Nursing (BSN), or other similar cert. combined with Hospital experience, prefer Bachelor’s degree, supplemented with 3-5 years of previous hospital and quality improvement job-related exp. Ideal candidate also has either CPHQ or Lean Six Sigma.  **Complete Description:**  **Clinical Quality Improvement Specialist**  **Job Summary**  This position serves in a dual role involving direct in person coordination with hospital facilities to enhance both National Healthcare Safety Network (NHSN) automated hospital reporting  along with pediatric readiness capabilities within hospital networks and facilities located in Indiana. This position promotes best practices and quality improvement processes in both hospital reporting importance for the automation transition and pediatric preparedness  programs/initiatives. The position serves in coordinating the development of statewide guidelines, aiding hospitals into an automated platform for hospital reporting, educational modules, and quality improvement resources/tools utilizing federal and national  recommendations/guidance, evidence-based guidelines and best practices specific to the delivery of hospital facility key elements  reporting along with pediatric emergency care. The position also serves as a resource and technical advisor to, pre-hospital agencies, hospitals, other healthcare practitioners as well as non-health care entities within our state to ensure hospital facility needs are adequately addressed.  **Education and/or Work Experience**  Registered Nurse (RN), Bachelor of Science in Nursing (BSN), or other similar certification combined with Hospital experience, preferred Bachelor’s degree, supplemented with 3-5 years of previous hospital and quality improvement job-related experience. Ideal candidate also  has either CPHQ or Lean Six Sigma  **Duties and Responsibilities**  • Assist with development and launching of a state/jurisdiction capacity system that includes near-time bed capacity counts for the state’s/jurisdiction’s acute care hospitals, including  critical access hospitals.  • Must be able to manage user account and security parameters for access to the web-based dashboard to coordinate daily, surge, and crisis needs.  • Help coordinate emergency department data, organized per NHSN definitions to Hospital Capacity Data Store at least twice per day on an ongoing basis. Data would include emergency  department (ED) census, ED Admitted census (boarding) and ED pressure indicator by count of all patients in the ED that have a physician assigned.  • Create possible items listed below to support the states'/jurisdiction’s ongoing participation in the NHSN Connectivity Initiative, such as:  • Develop communications and training materials for onboarding identified stakeholders and hospital users.  • Provide training and onboarding services to participating hospitals and stakeholders.  • Work with the state’s/jurisdiction's hospitals to collect necessary information for dashboard development and implementation.  • Provide a common framework of data elements to include on the dashboard and in the data feed.  • Facilitate the gathering and engagement of hospitals’ technical staff to work on automated and secured data feeds per specifications supported by the web-based application.  • Assist the state/jurisdiction to advise on shared governance model(s) for discussions and decision-making to support this work.  • Testing and validation of data feeds; and draft progress milestone for inclusion in progress report/lessons learned.  • Manages the participation and permission process/clearances (to send data to NHSN) of participating hospitals. Also provides permission to allow for use of state’s/jurisdiction’s  data in conjunction with other participating entities for research and emergency planning by the state and federal health partners.  • Obtain signed commitment from acute care hospitals in the state/jurisdiction to participate in the project through an state/jurisdiction to participate in the project through an established participation agreement.  • Provide ongoing instructions and serve as key resource to assist with the scaling of the CDC NHSN Connectivity Initiative to other states/jurisdictions; and help to ensure that all terms  of the CDC funding agreement are met.  • Facilitates efforts to improve clinical and service outcomes throughout the state as related to  pediatric emergency care, utilizing federal/national guidance (including but not limited to the American Academy of Pediatrics, Assistant Secretary for Preparedness & Response, Centers for Disease Control, Emergency Medical Services for Children, Federal Emergency Management Agency, Institute of Medicine, Joint Commission).  • Works with Indiana Emergency Departments to assess areas of need, conduct gap analyses, communicate pediatric standards and disseminate resources as appropriate.  • Develops and facilitates bi-monthly State Pediatric Emergency Care Workgroup meetings and actively assumes project leadership responsibilities through planning, coordination of  work group activities and development of tools, educational modules, and resources for work group review.  • Participates as a team member on hospital site visits conducted throughout the state, to assess compliance with pediatric emergency care requirements and regulations using defined  checklists; provides verbal and written assessment of hospital strengths/weaknesses; outlines recommendations and other key subject matter expertise as appropriate; shares applicable resources and technical guidance with hospitals as needed.  • Develops documents annually to promote quality improvement practices as related to pediatric emergency care documents, and development of a quality improvement plan.  • Engages in and demonstrates self-development in clinical and professional knowledge base in the areas of pediatric emergency management, quality improvement processes,  communication, and awareness of trends in the healthcare environment.  • Utilizes data to identify trends, draw appropriate conclusions and make recommendations; develops data reports for decision-makers to support conclusions and recommendations; reports should communicate any limitations of the analyses.  • Facilitates efforts to improve clinical and service outcomes throughout the state as related to pediatric emergency care, utilizing federal/national guidance (including but not limited to  the American Academy of Pediatrics, Assistant Secretary for Preparedness & Response, Centers for Disease Control, Emergency Medical Services for Children, Federal Emergency Management Agency, Institute of Medicine, Joint Commission).  • Works with Indiana Emergency Departments to assess areas of need, conduct gap analyses, communicate pediatric standards and disseminate resources as appropriate.  • Develops and facilitates bi-monthly State Pediatric Emergency Care Workgroup meetings and actively assumes project leadership responsibilities through planning, coordination of  work group activities and development of tools, educational modules, and resources for work group review.  • Participates as a team member on hospital site visits conducted throughout the state, to assess compliance with pediatric emergency care requirements and regulations using defined  checklists; provides verbal and written assessment of hospital strengths/weaknesses; outlines recommendations and other key subject matter expertise as appropriate; shares applicable  resources and technical guidance with hospitals as needed.  • Develops documents annually to promote quality improvement practices as related to pediatric emergency care documents, and development of a quality improvement plan.  • Engages in and demonstrates self-development in clinical and professional knowledge base in the areas of pediatric emergency management, quality improvement processes,  communication, and awareness of trends in the healthcare environment.  • Utilizes data to identify trends, draw appropriate conclusions, and make recommendations; develops data reports for decision-makers to support conclusions and recommendations;  reports should communicate any limitations of the analyses.  • Other duties as required.  **Computer Skills**  Microsoft Teams, Power BI, Microsoft Outlook, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Basic Keyboarding Skills, Web[1]based meeting and learning management systems, REDCap  **Computation Ability**  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.  **Qualifications**  ▪ Ability to maintain accuracy and consistency  ▪ Ability to finish tasks in a timely manner  ▪ Ability to function independently, manage own time/work tasks  ▪ Ability to maintain confidentiality  ▪ Ability to interact with internal and external constituents  ▪ Ability to work as an effective team member  ▪ Ability to organize workflow  ▪ Ability to plan, coordinate, and develop multiple projects  ▪ Ability to analyze and interpret data  ▪ Ability to compile complex reports and develop presentations  ▪ Ability to compose letters and memorandums  ▪ Ability to negotiate, persuade and establish direction  ▪ Skilled job requiring high level of adaptability and interpersonal **s**kills  ▪ Must be able to work in a fast-paced, dynamic environment, and adapt to changing priorities  **Travel**  ▪ In-state travel will be required as needed and out of state overnight may be necessary.  ▪ Expect ~85% of work week traveling around state of Indiana  **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | Bachelor’s degree, supplemented with 3-5 years of previous hospital and quality improvement jobrelated experience | Required | 3 | Years | | Prior clinical quality improvement experience preferably in an acute care hospital setting or critical access hospital setting | Required | 2 | Years | | Experience w/Microsoft Office Suite to include PowerPoint. | Required |  |  | | Prior experience with Red-cap with strong aptitude to learn new software and other database programs. | Required |  |  | | Prior experience facilitating and managing meetings within program agency and local partners. | Required |  |  | | Prior experience reporting hospital data including bed capacity, ED census, ICU census, peds census, vent status etc. | Required | 1 | Years | | Prior experience creating training materials and delivering presentations for stakeholders, hospitals and State or Federal Agencies. | Required | 2 | Years | | Registered Nurse (RN), Bachelor of Science in Nursing (BSN), or other similar  certification combined with Hospital experience, preferred | Highly desired |  |  | | CPHQ or Lean Six Sigma experience. | Highly desired |  |  | | Prior experience with National Healthcare Safety Network automated hospital reporting. | Highly desired | 2 | Years | | Prior experience working with the Indiana Hospital Association (IHA). | Highly desired | 2 | Years | | Prior experience working with hospital technical staff in areas of automated and secured data feeds. | Highly desired |  |  | | Project management  experience/certification. | Highly desired |  |  |   **Questions:**   |  |  | | --- | --- | |  | **Description** | | **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you agree to this requirement? | | **Question 2** | What is your candidate's email address? | | **Question 3** | Where does your candidate currently reside (City & State)? | | **Question 4** | Approximately 85% of in-state travel throughout Indiana will be required with approx. 1 day/week in the Indianapolis office. Does candidate accept this requirement? | | **Question 5** | Occasional out-of-state, overnight travel may be necessary. Does candidate accept this requirement? | | **Question 6** | Candidates required to reside in District 5, Central Indiana - Counties in D5 include Boone, Hamilton, Hendricks, Marion, Hancock, Morgan, Johnson and Shelby. Please confirm which county candidate resides in. | | **Question 7** | Position is anticipated to extend through calendar year 2027. Does candidate accept this requirement? | | | | |
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| Reviewed By: | Swathi G | Date: | 01/03/2025 |
| Approved By: | Ram S | Date: | 01/03/2025 |
| Last Updated By: | Swathi G | Date/Time: | 01/03/2025 |